QuickEAMS MANUAL

Welcome to QuickEAMS! The fastest, most inexpensive way to JET File your EAMS forms to the state of California. Take advantage of the **many more features** that make us the BEST in the industry, such as: Multiple Users per Account, Case Tracking (Similar to Case Watch), Hearings Calendar with full integration to Outlook, Google Calendar, iPhone, iPad, Smart Phones and Tablets, TRUE Bulk Filing, Full Interactive Communication, ADJ Searches, Filings Reports (Similar to EDEX reports), Scheduled Reports, Events Tracking, Full two way integration to eCandidus Desktop (www.ecandidus.com) and one way integration from A1 Law and Tritek. Our newest product ***On The Go*** by eCandidus, brings a whole new world of possibilities and convenience by integrating all your data and documents to your mobile devices, making us the first company to introduce innovative functional technology to the business world, that allows every user to WORK in the digital domain, without having to work with multiple products, logins, applications, websites, and minimize the cost of printing. Ask us how we can make you more efficient, and produce more in less time for LE$$ money.

We **Recommend** using the following browsers when using QuickEAMS:

GOOGLE CHROME

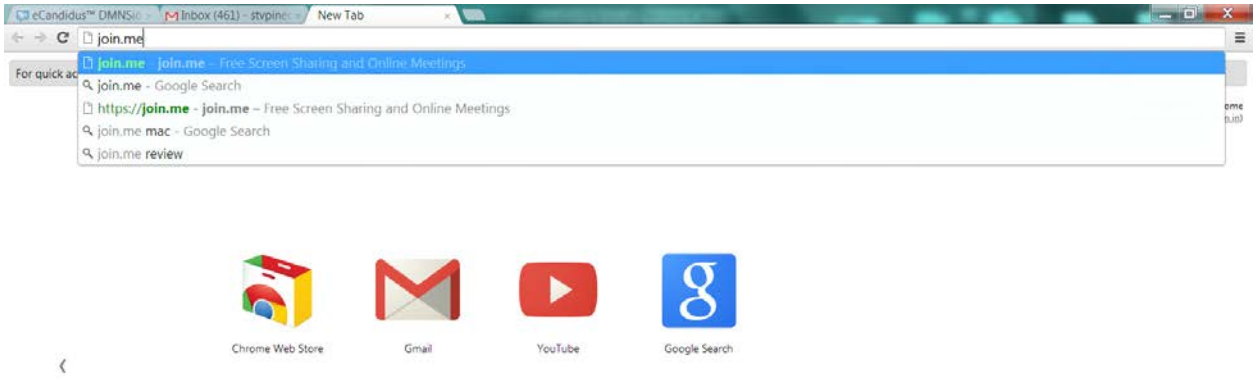
FIREFOX

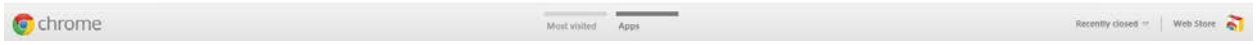
SAFARI

DO NOT USE MICROSOFT EXPLORER

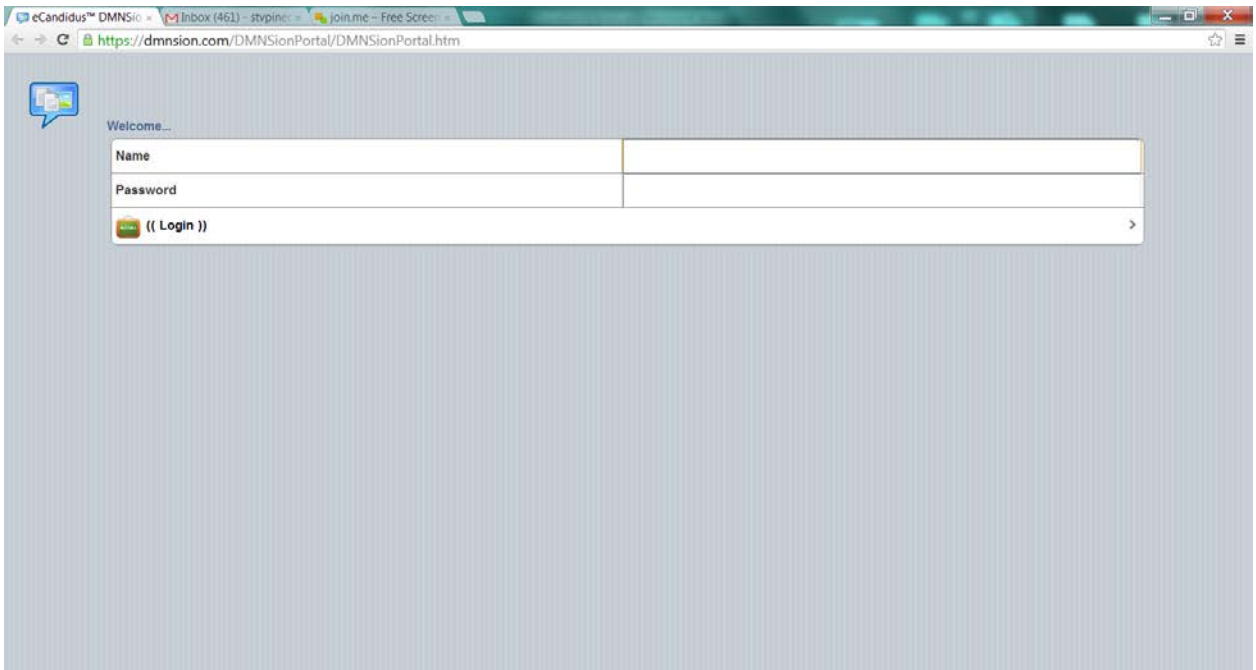
LOGIN:

Launch your browser and on your URL Bar, type join.me

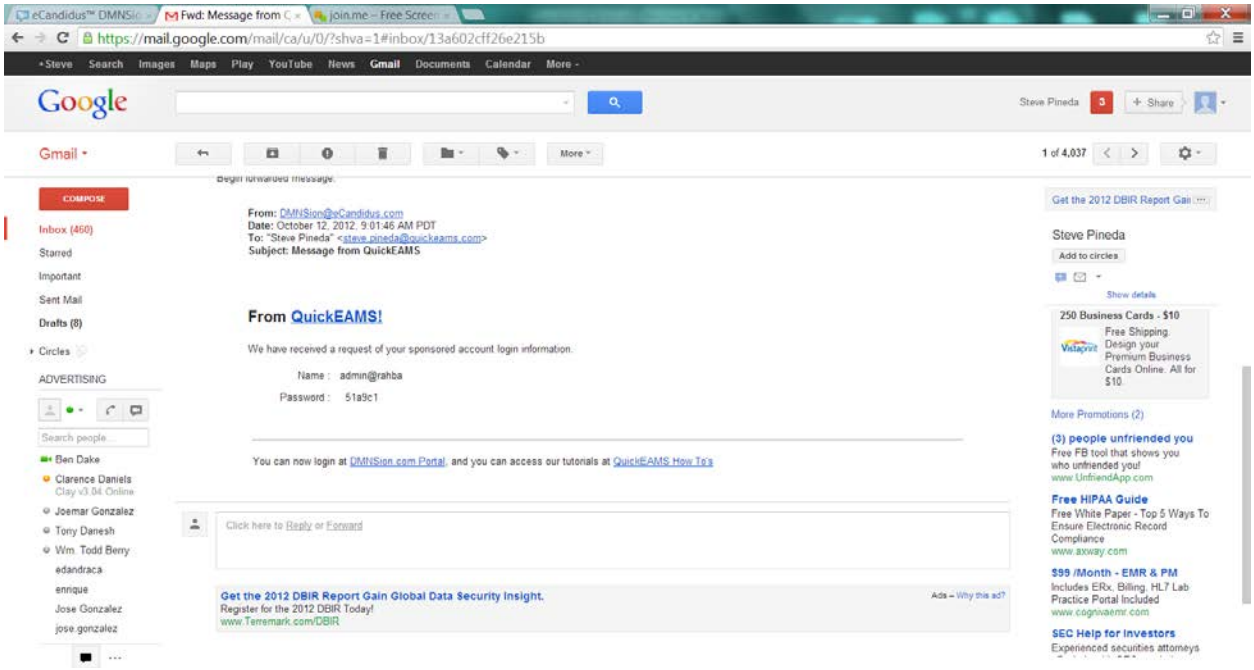




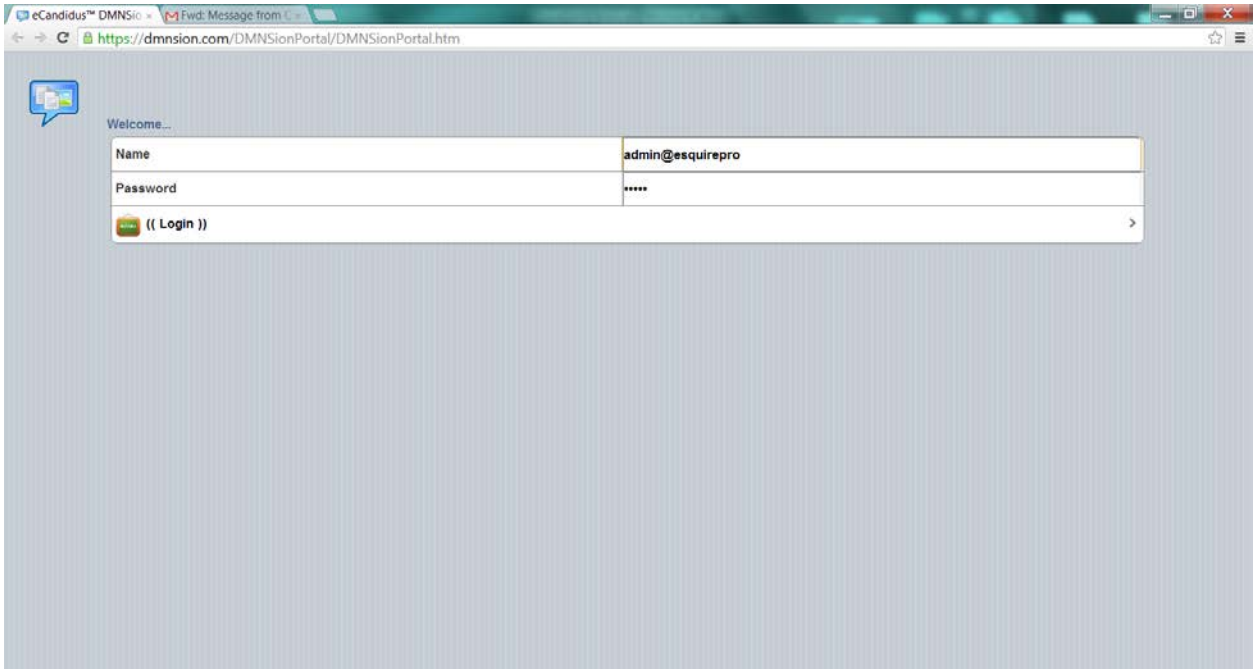
Which will bring you to this page



When your account is new, you will receive an email from QuickEAMS that looks similar to this one:

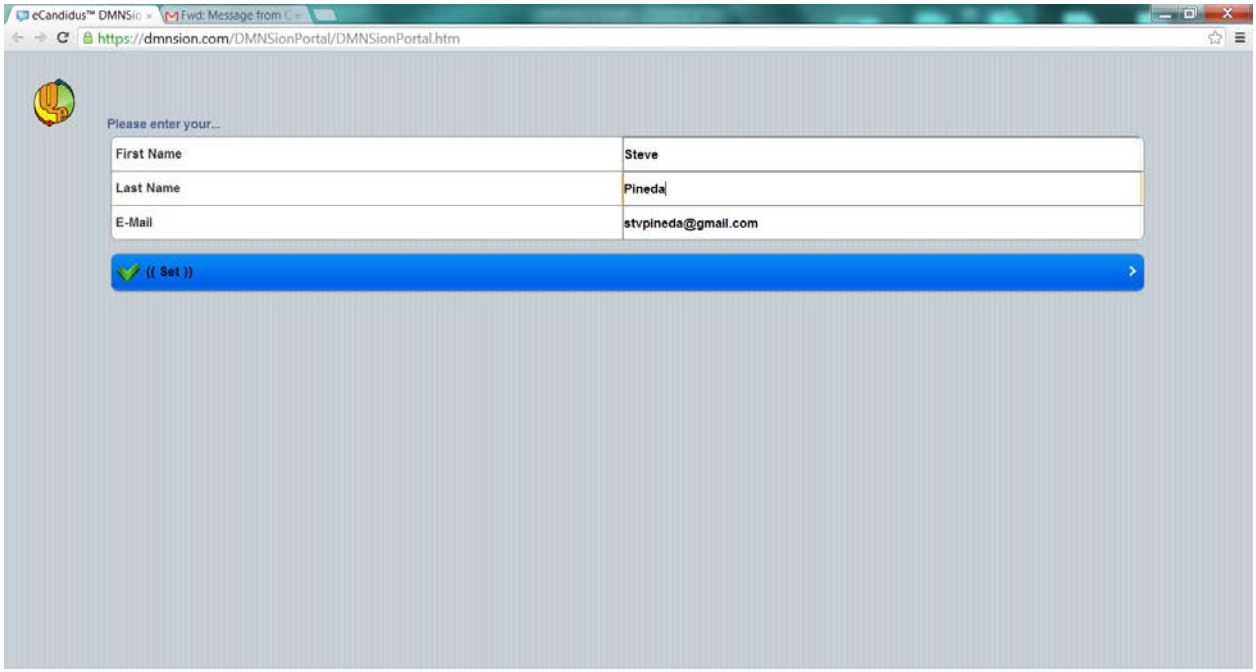

Fwd: Message from
https://mail.google.com/mail/ca/u/0/?shva=1#inbox/13a602cff26e215b
Google
Gmail
COMPOSE
Inbox (460)
Starred
Important
Sent Mail
Drafts (8)
Circles
ADVERTISING
From: DMNSion@eCandidus.com
Date: October 12, 2012, 9:01:46 AM PDT
To: "Steve Pineda" <steve.pineda@quickeams.com>
Subject: Message from QuickEAMS
From QuickEAMS!
We have received a request of your sponsored account login information.
Name : admin@rahba
Password : 51a9c1
You can now login at DMNSion.com Portal, and you can access our tutorials at QuickEAMS How To's
Click here to Reply or Forward
Get the 2012 DBIR Report Gain Global Data Security Insight.
Register for the 2012 DBIR Today!
www.Terremark.com/DBIR
Steve Pineda
250 Business Cards - $10
Free Shipping. Design your Premium Business Cards Online. All for $10.
More Promotions (2)
(3) people unfriended you
Free HIPAA Guide
Free White Paper - Top 5 Ways To Ensure Electronic Record Compliance
$99 /Month - EMR & PM
SEC Help for Investors

If you are logging in for the first time, you have to login with the administrator password provided to you by QuickEAMS: Enter your name and password as follows.

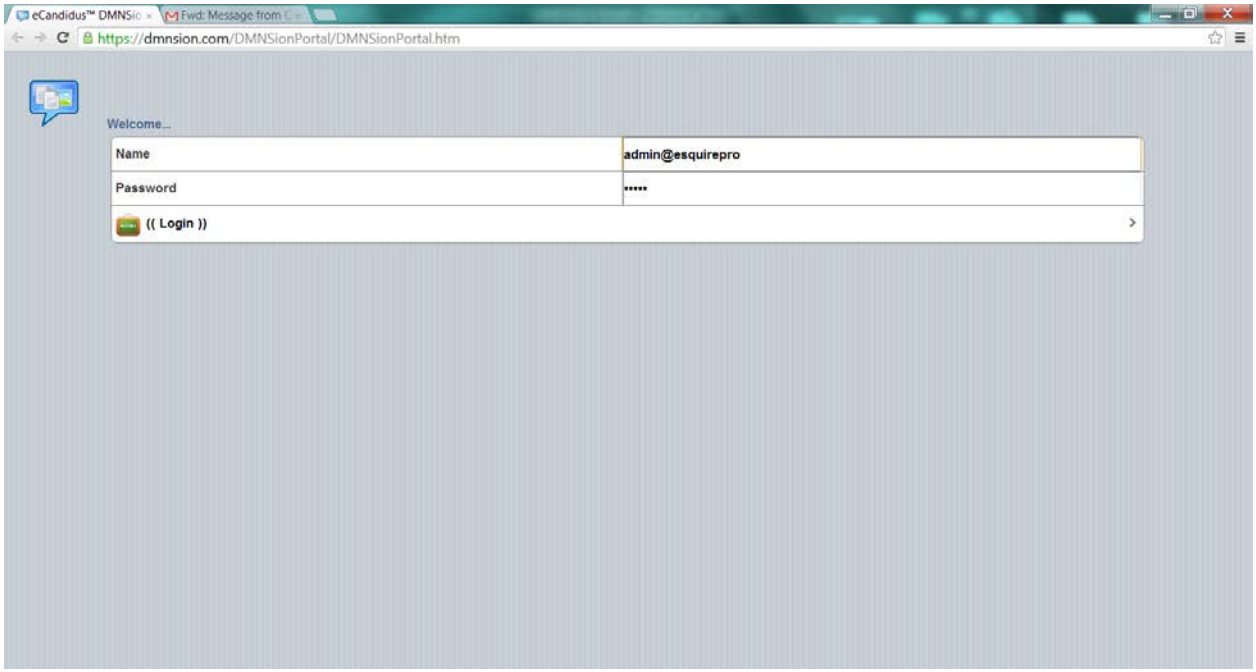


Note: always follow your name by @NameOfYourAccount. **NEVER Type .com** at the end of your name as this will cause the system not to log you in.

If it is the first time you are logging in, the system will ask you to enter your name and your email as follows.

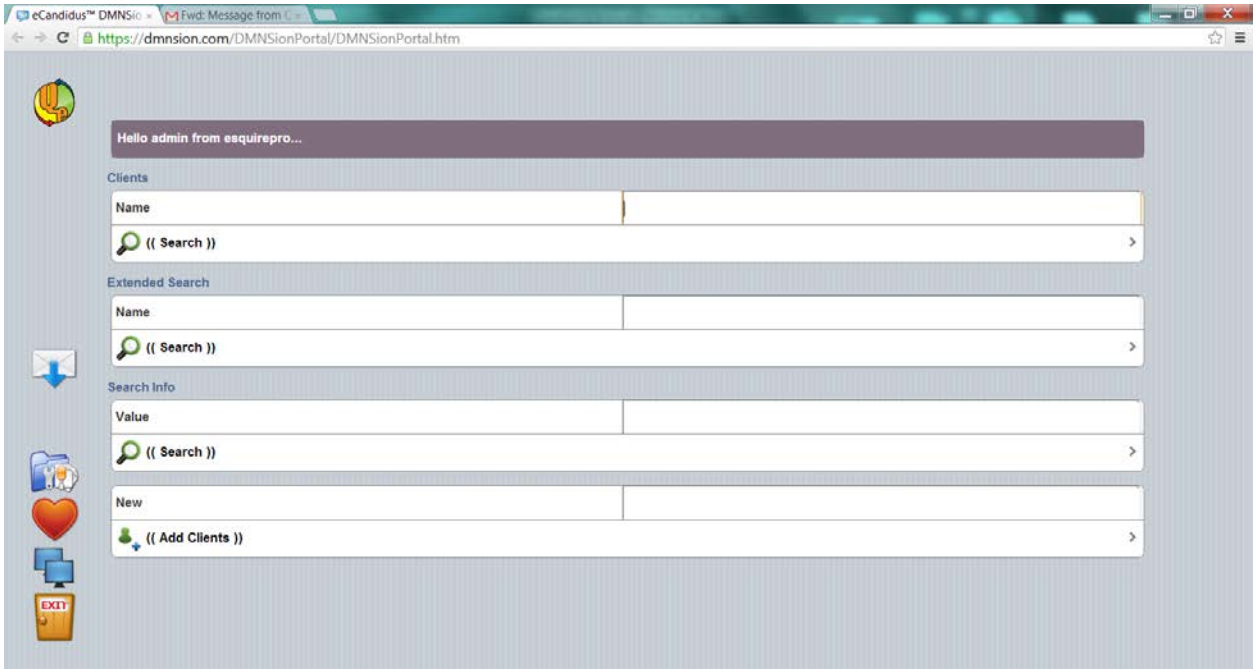


It will then take you back to this page.



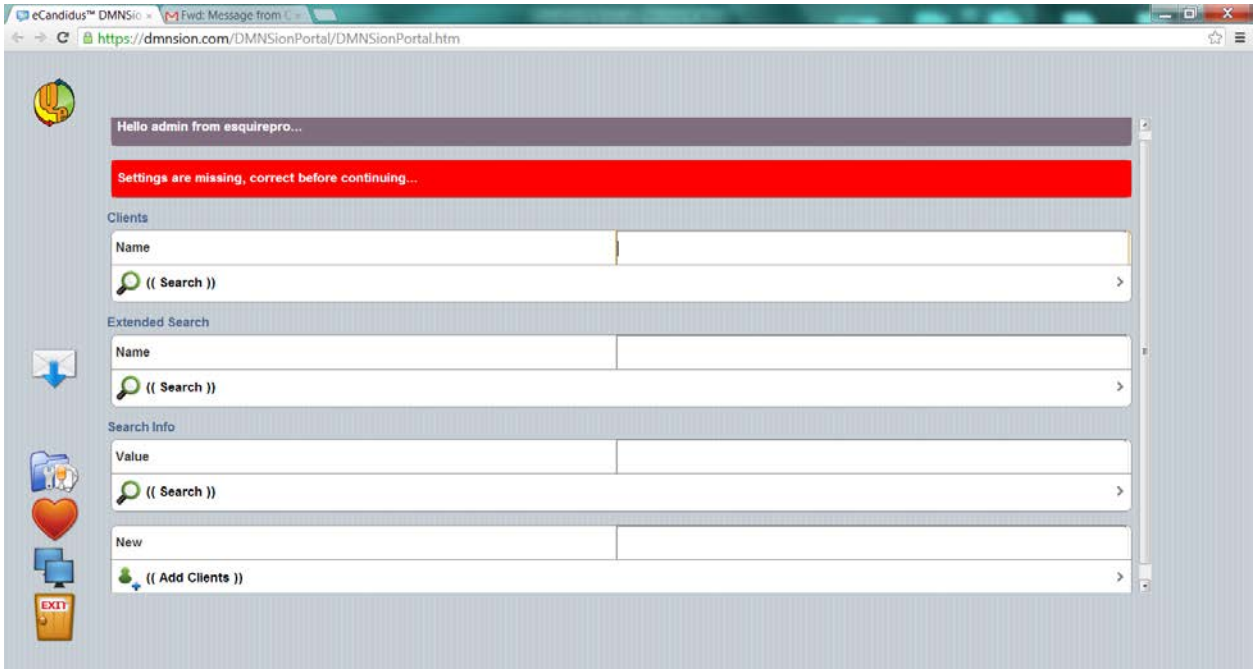
Enter your name and password again as shown.

Once you click on ((Login)) you will be taken to this page



At this point you have completed the login process.

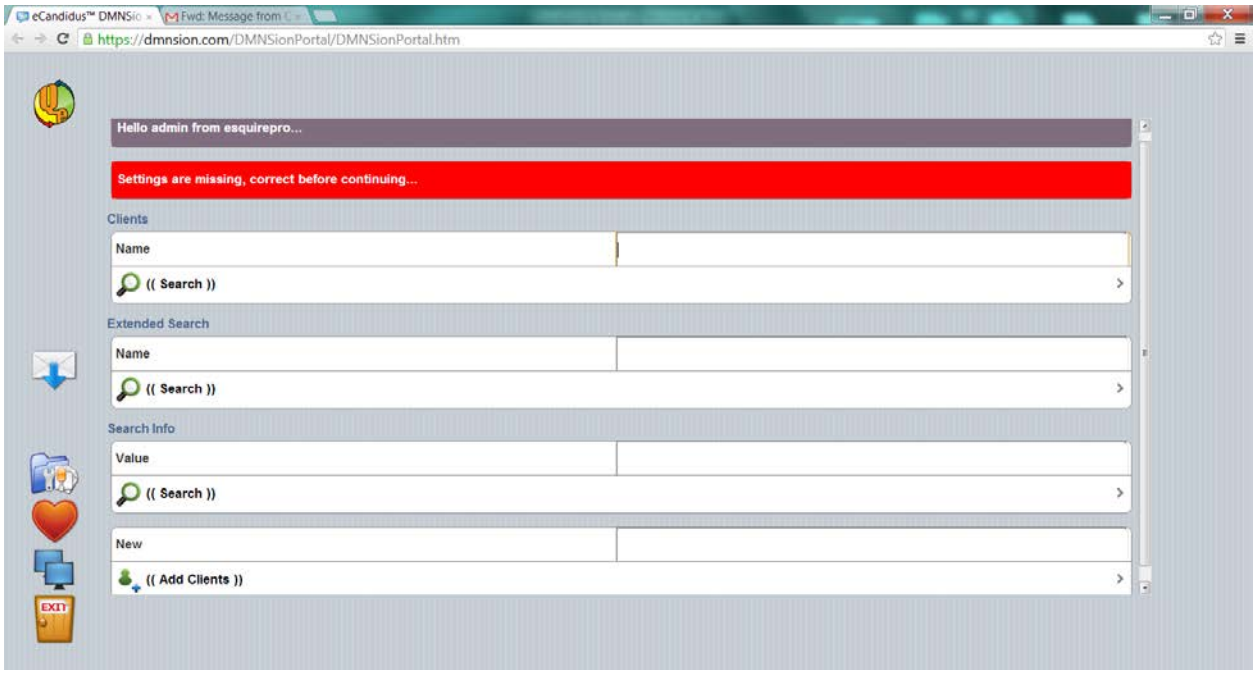
However, if this is the first time you are logging in, you will get a screen that looks like this



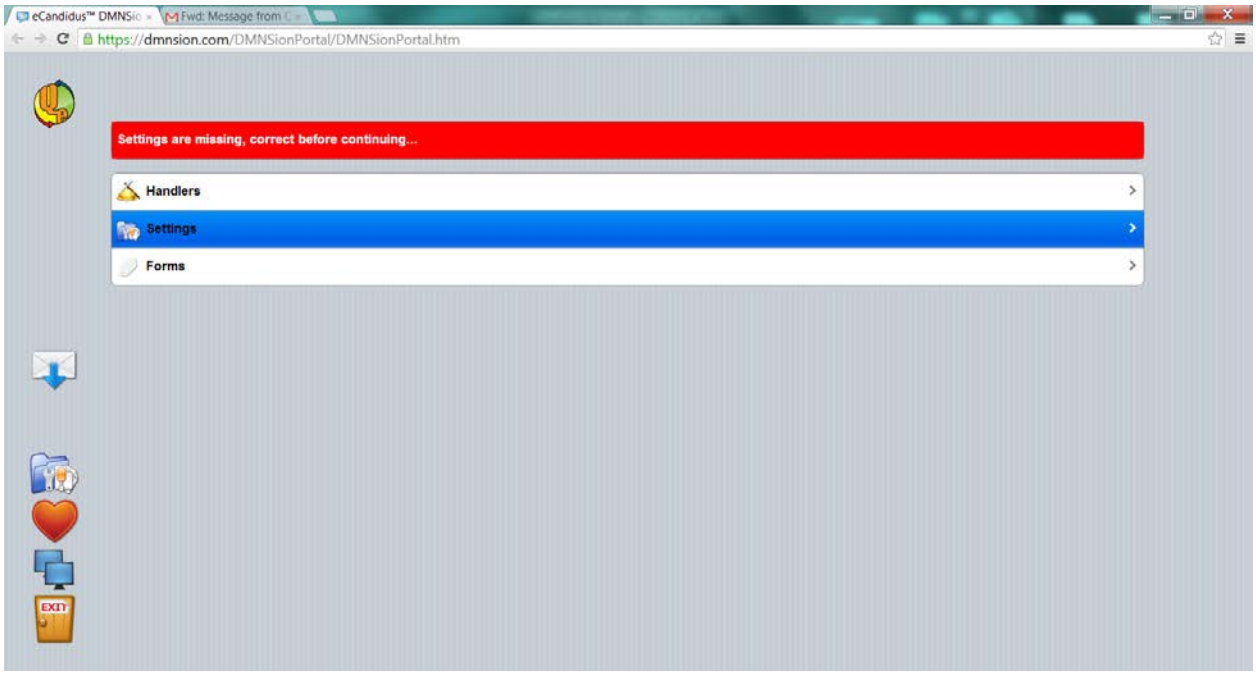
This means that you need to enter your settings before proceeding.

SETTINGS:

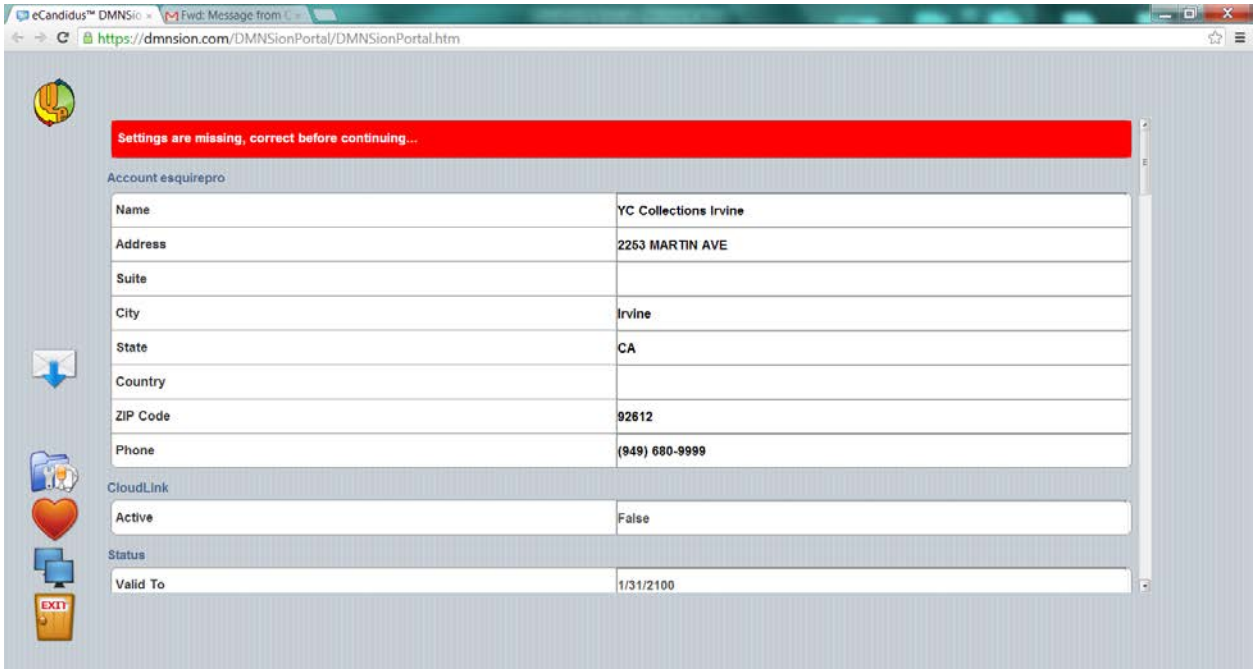
After Login for the first time or if your settings are accidentally deleted, you will get this screen:



Click on the Heart and you will get this:

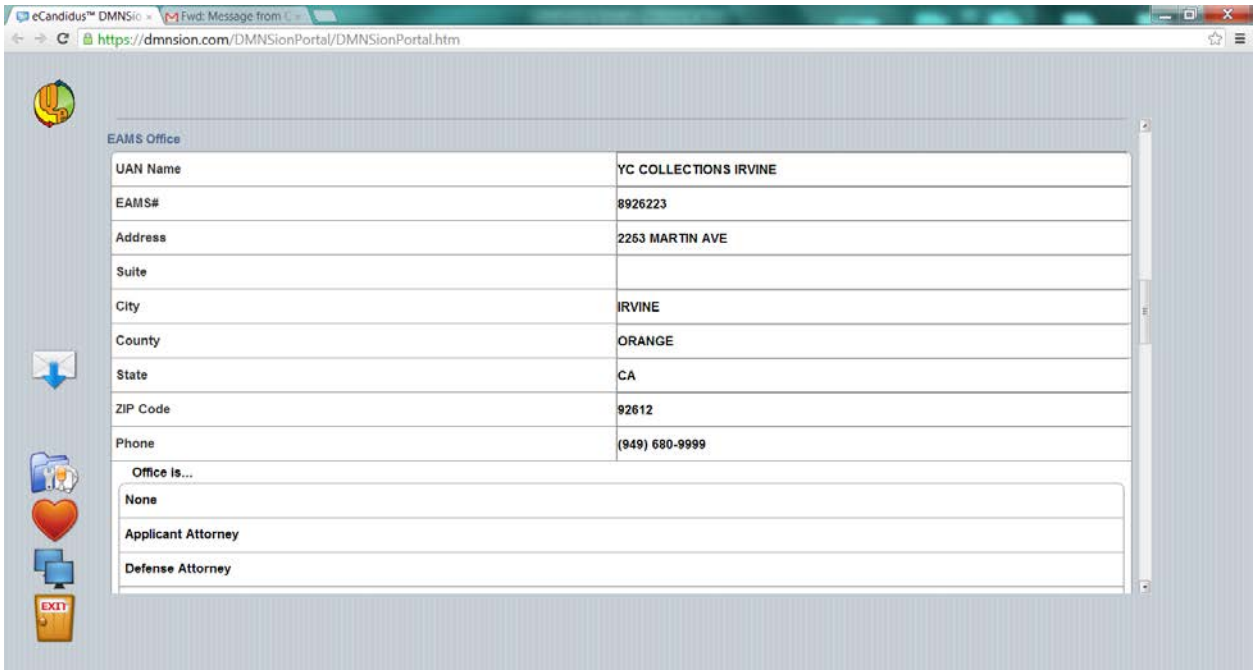


Click on Settings and you will get this



ALL THE INFORMATION REQUESTED HERE MUST BE FILLED IN
To the best of your knowledge. **BUT *The following is CRITICAL!***

Scroll down until you come to the section titled EAMS Office



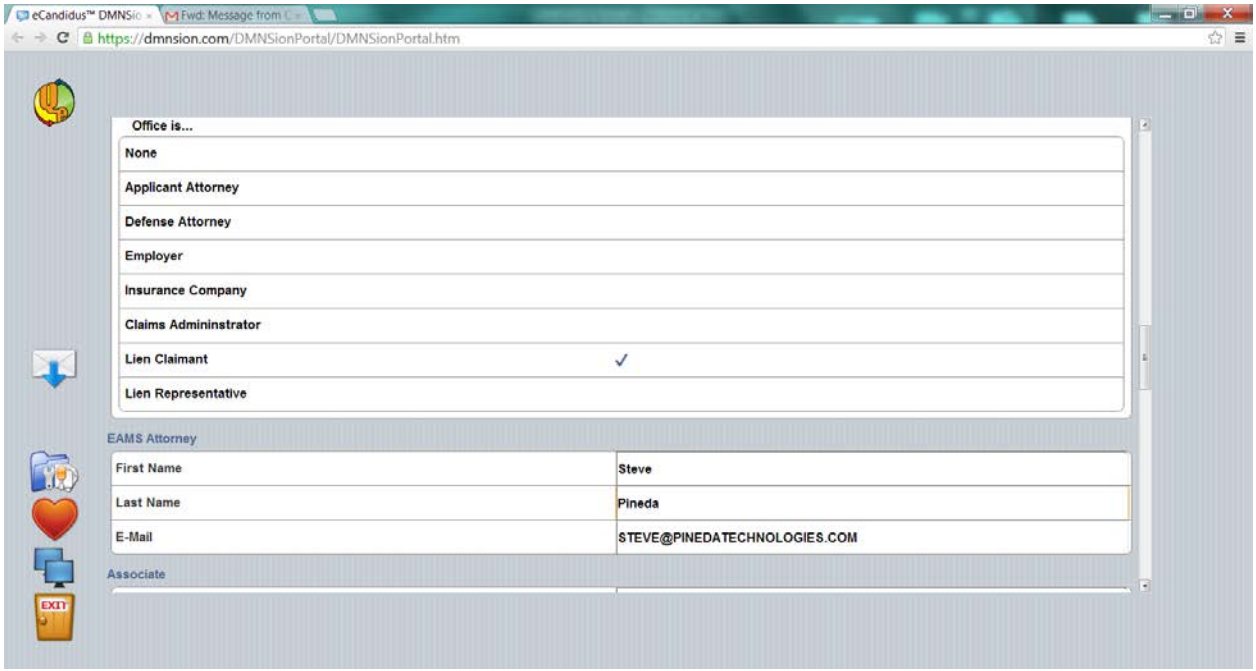
Make sure all this information is filled in. If you are an attorney, an insurance company or a Lien Rep that represents multiple parties, you MUST have and enter your UAN (Uniform Assigned Name). If you have one, the system will find it for you automatically and prompt you to click on the name for auto population.

Note:
If you are an attorney, an insurance company, self-insured employer or a Lien Rep, you must request a UAN from the state of California. Please email a letter on letterhead to cru@dir.ca.gov. You must indicate on the letter the following:

1- Identify your organization
2- State who you represent (Nature of your entity)
3- Provide your information, name, address, phone number and email.

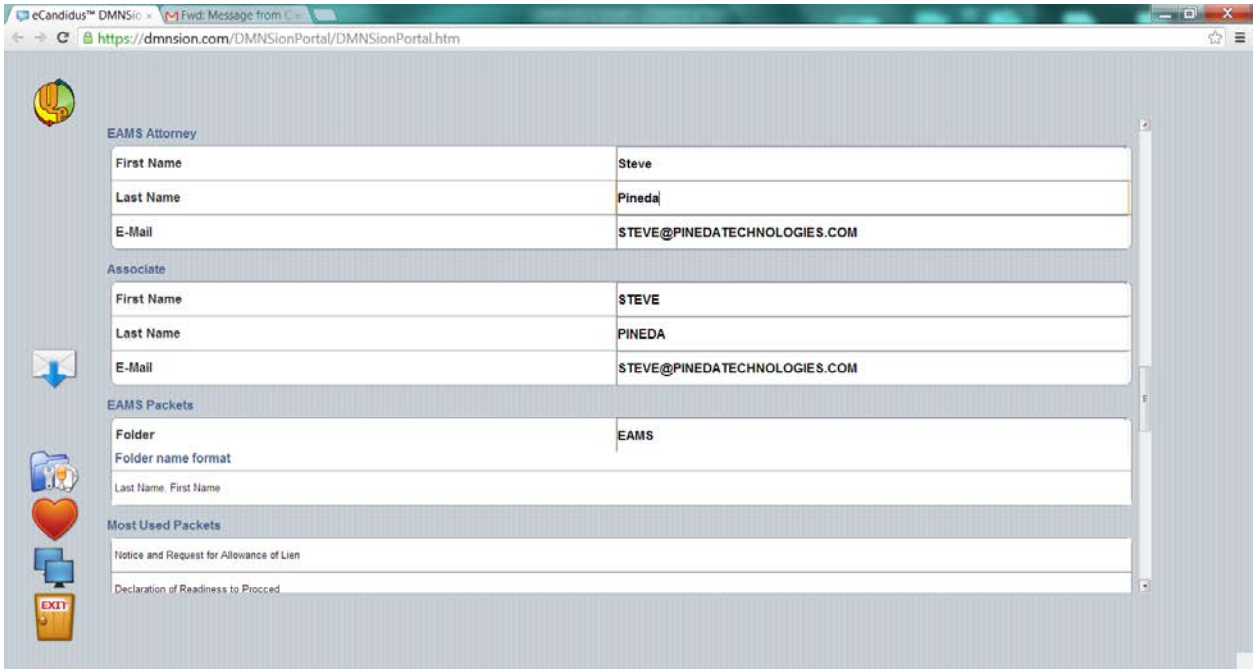
Someone from the CRU Unit will contact you if they have any questions or they will email you with your UAN.

Scroll down to the section titled Office is



In this section you MUST tell the system the type of party you are by checking the appropriate field. This is important because the system utilizes this information to populate the appropriate data where it corresponds, on the form/s you generate when you use the system. If this IS NOT done appropriately, your submissions to the DIR WILL FAIL EVERY TIME.

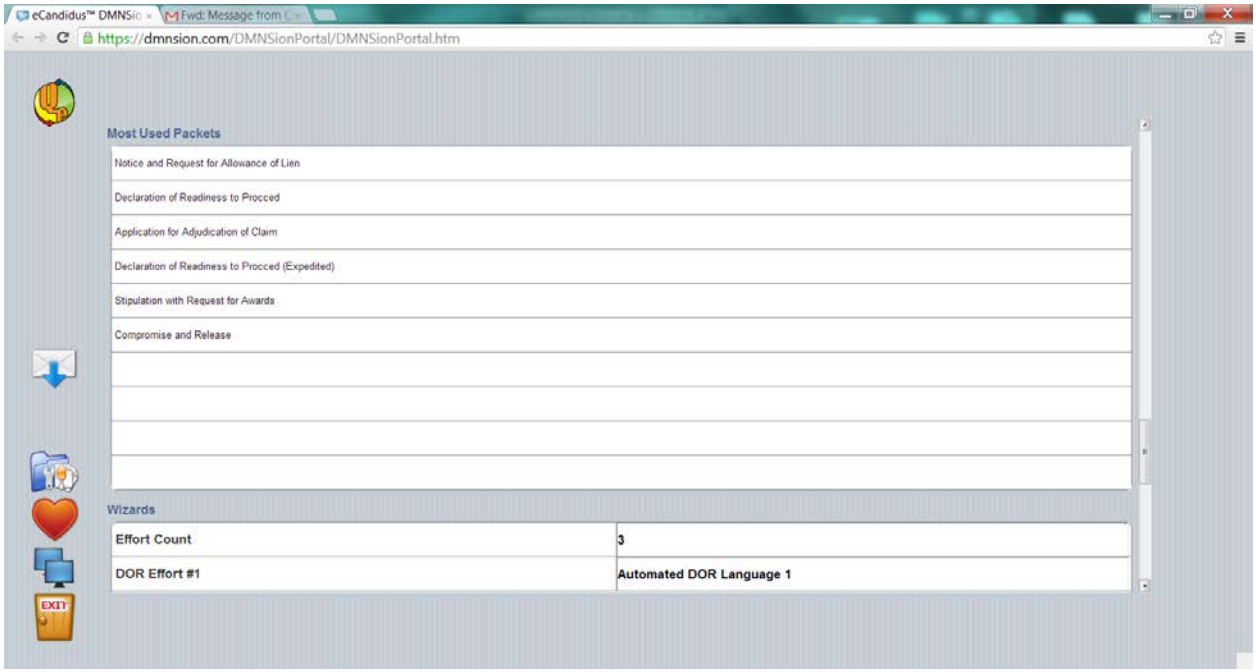
Scroll down to the sections titled **EAMS Attorney and Associate** and please fill them in as shown.



This is a formality more than a technicality. The EAMS attorney is the person that will sign all the forms generated by your organization. It could be an attorney or anyone you designate in your organization to sign the forms. All the forms will be electronically signed, which just means we will put an "S" at the beginning of that name. This is what the state considers and electronic signature. There are other settings if you want a specific person's signature to go on a particular form. However, most people do not use that feature. Please contact us if you wish to do this.

The same rules apply for associate, except the associate's name is usually the person that signs the Proof of Service. Yes! QuickEAMS populates the entire EAMS form as a packet, which includes the executed Proof of Service at the end. We understand most end users generate their own Proof of Service. In QuickEAMS this will be the signature that will go on ALL the Proof of Services. However, you can upload your own proof of service as a setting, which will replace the default Proof of Service we use for your own. Please contact us if you wish to do this.

Scroll down to the section titled Most Used Packets



In this section, you can select up to 10 EAMS packets you use with more frequency. This will make them to be easily accessible to you, thereby eliminating a few clicks. If there are other packets you need to be auto populated, please send us a copy of an entire packet and we will add it.

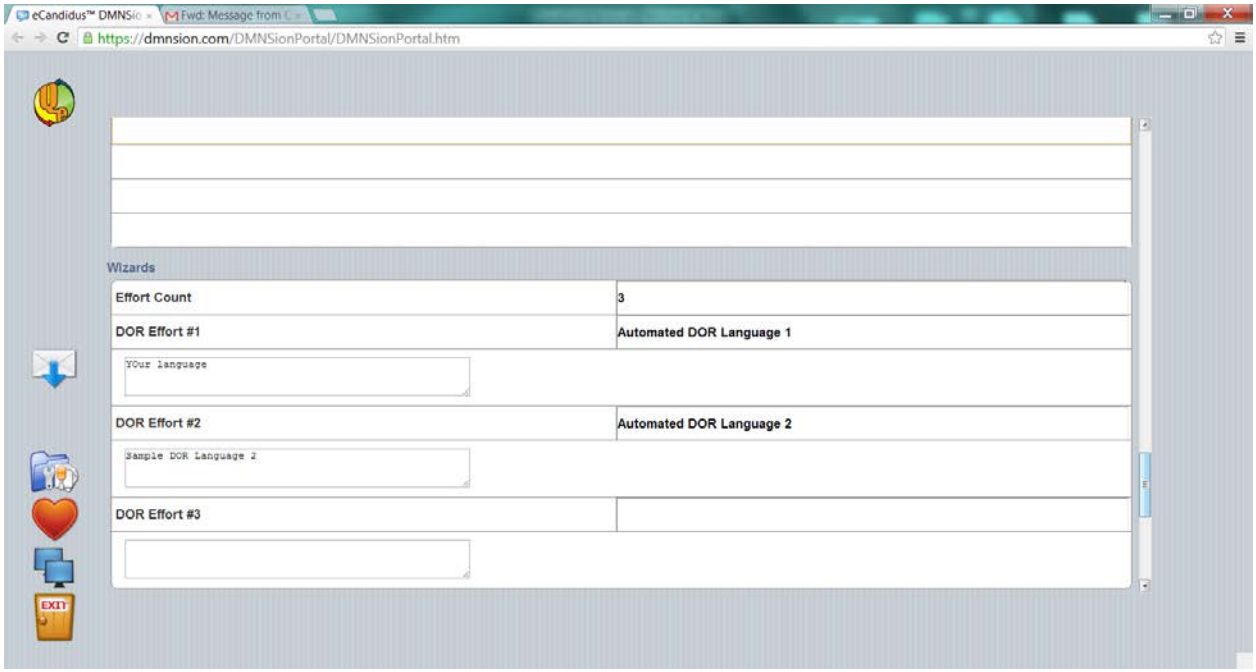
Note:

The DIR allows only for 6 forms to be JET Filed at this time:

1- Application
2- Declaration of Readiness to Proceed
3- Declaration of Readiness to Proceed- expedited
4- Notice and Request for Allowance of Lien
5- Compromise and Release
6- Stipulation with Request for Awards

Any other form not stated above **CANNOT be JET Filed**, but you can use QuickEAMS to prepare and auto populate these forms utilizing validated data from the DIR. You can then print them and mail them or submit them via the normal paper way. At this time we offer 15 packets and the ability to customize your own, but we will be more than happy to add any EAMS form or packet you may need. Just email it us with your request!

Scroll down to the section titled Wizards

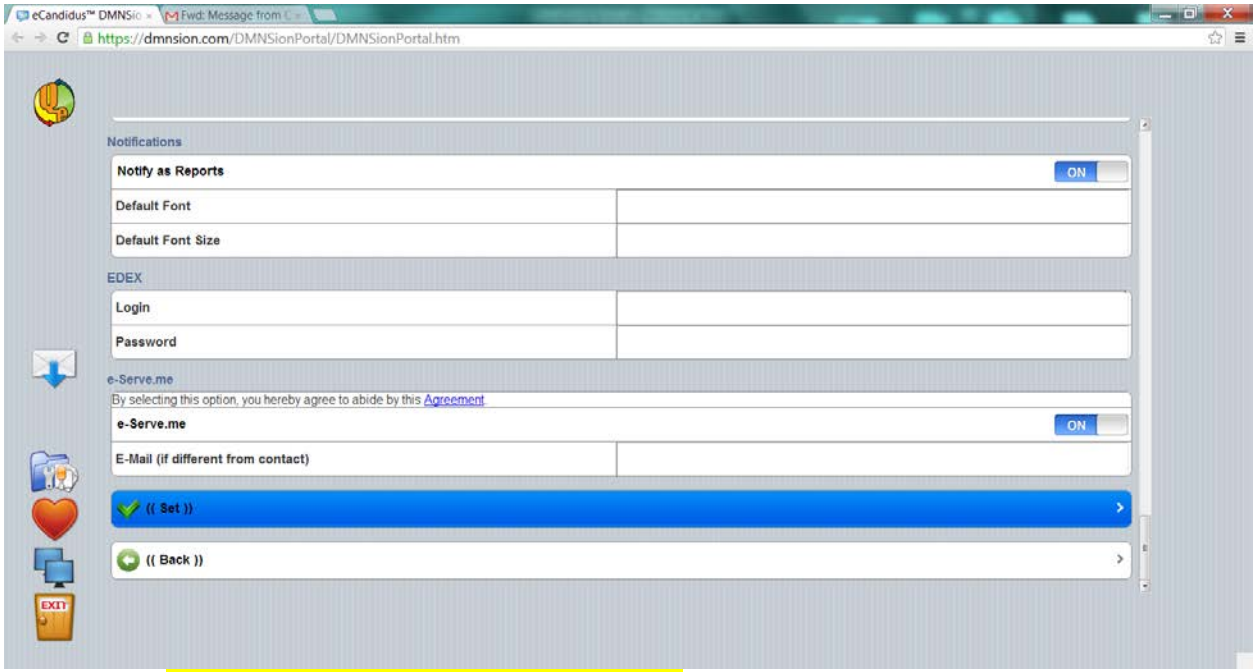


The system has 3 DOR wizards by default, but you can add as many as you want by entering the desired number of DOR wizards where the number 3 is. Using the DOR maker in QuickEAMS, you can do a DOR in less than 30 seconds; however, typing the efforts can take longer to you than it takes QuickEAMS to generate, auto populate and finish the entire DOR Packet. Most of our clients almost always use the same verbiage on the DOR efforts. That is why we made it easy to create as many DOR efforts, so you can expedite the DOR making process. When utilizing the DOR maker, these DOR wizards allow you to highlight the DOR effort you wish to insert by selecting the title you create in this section. Therefore, you must do the following in this section:

1- Enter the number of DOR efforts desired where the number 3 is
2- Enter the DOR verbiage desired in the big text field for each effort
3- Enter the title of that verbiage where you see Automated DOR Language 1 and 2 corresponding to the verbiage desired. The title must be something you recognize easily
4- Repeat steps 2 to 3 for every DOR effort.

Note:
You may have to scroll down, press Set and then come back to your settings after you enter more than 3 efforts in the field where the number 3 is. This will allow for the system to generate the additional efforts beyond 3 if so desired, allowing you to complete the number of wizards you need.

Scroll down to the section titled Notifications/EDEX/e-Serve.me



Make sure Notify as Reports is clicked to ON. This will allow you get your reports in an excel format, which is more convenient and easier to manage.

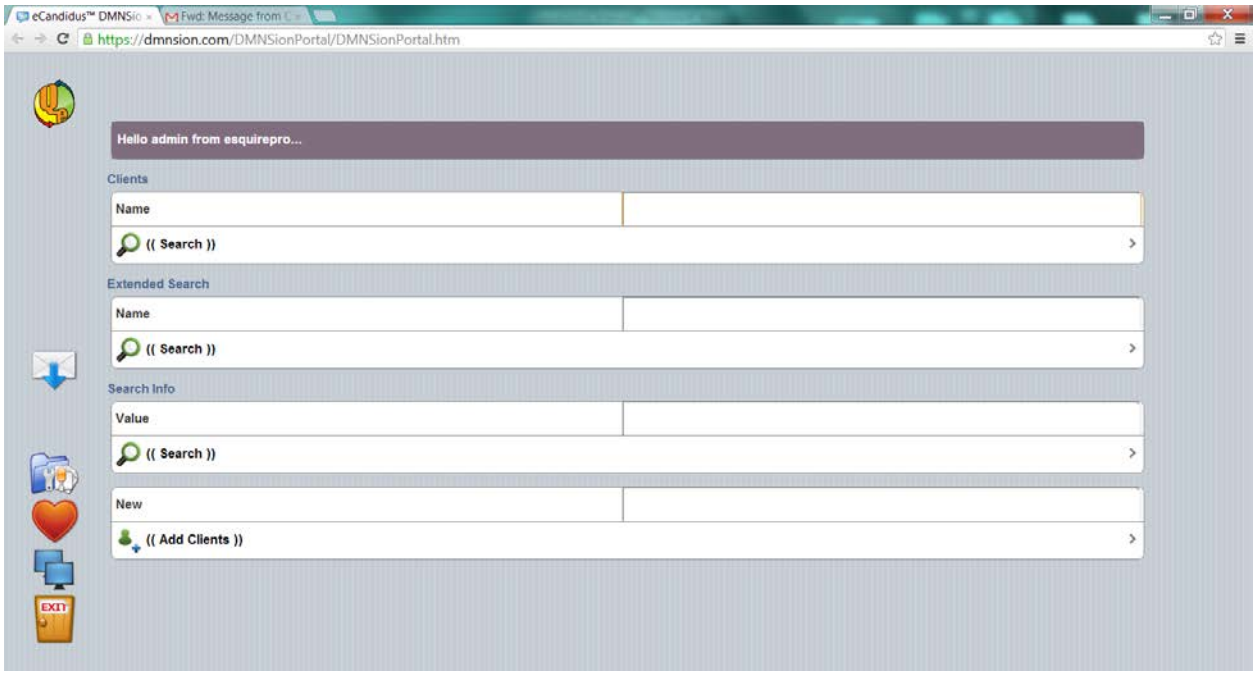
EDEX – Do not worry about it for now, this is not applicable at this time

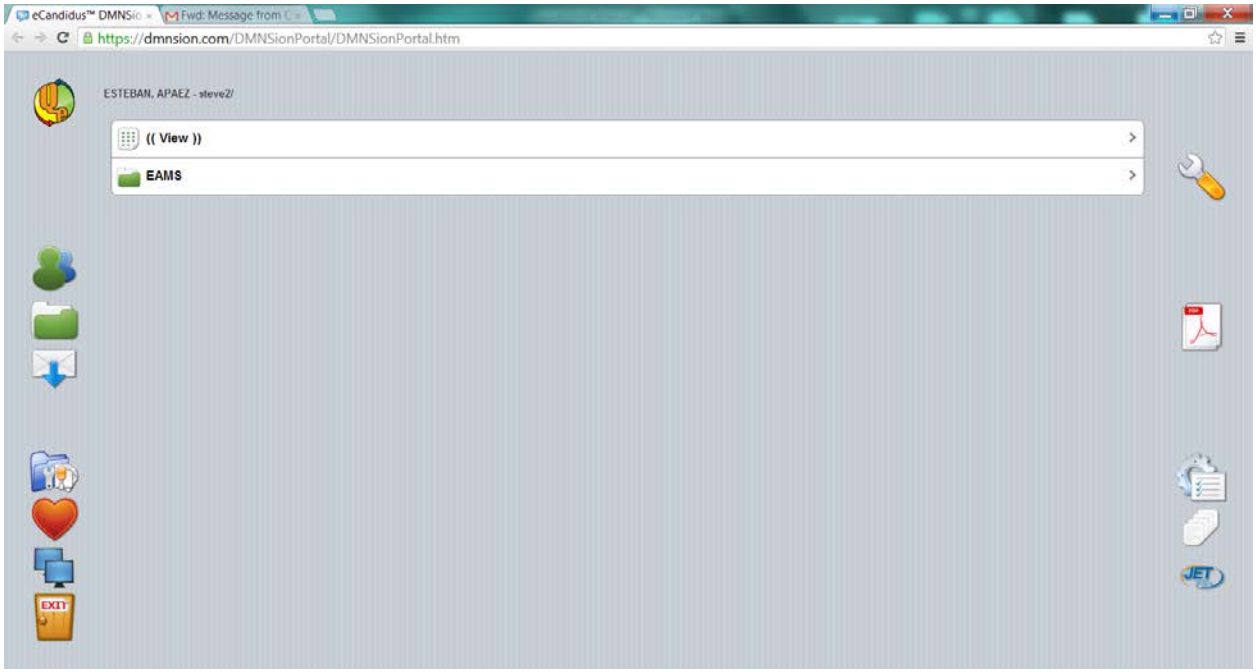
e-Serve.me
This is a party serve service provided by us. There is an extra charge for this. If you do not need it and you intend to serve the parties, click it to OFF.

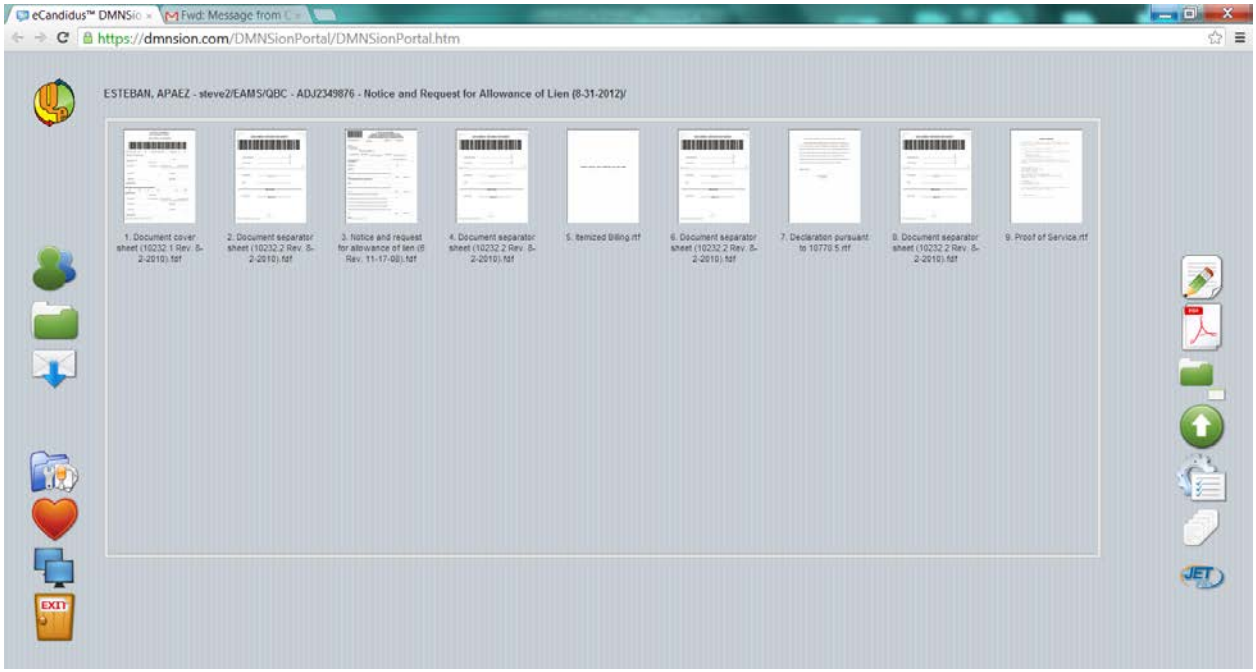
Most of our clients utilize this service as it is convenient for them. After you have submitted your forms to the state of California, we get a copy of the submitted packet, we print it, stuff it, pay the postage and ship it. Our fee is $1.25 for every party served for up to 5 pages plus .05 cents extra for every additional page mailed after the 5th page. Depending on your volume, we might be able to work out a better price for you. Please call us and/or email us and let us show you how we can save you time and money with this service.

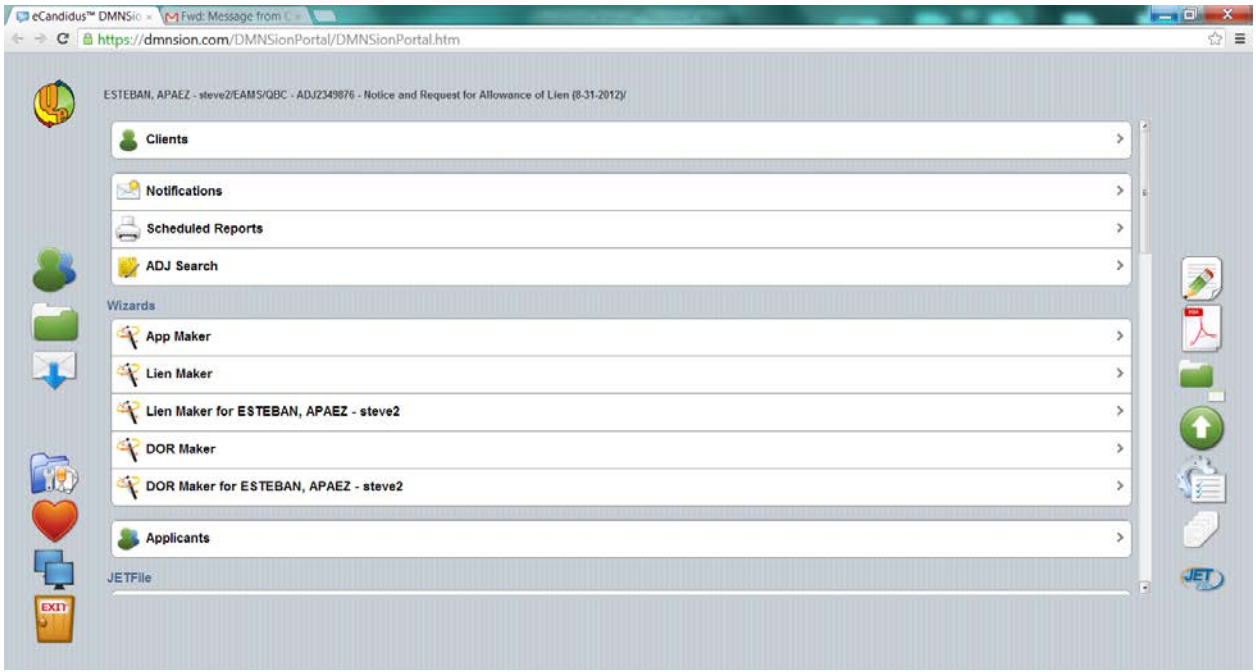
Once this is done, **click on Set** and you will be done with your settings

THE ICONS


eCandidus™ DMNSio
Fwd: Message from
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
Hello admin from esquirepro...
Clients
Name
((Search))
Extended Search
Name
((Search))
Search Info
Value
((Search))
New
((Add Clients))
EXIT

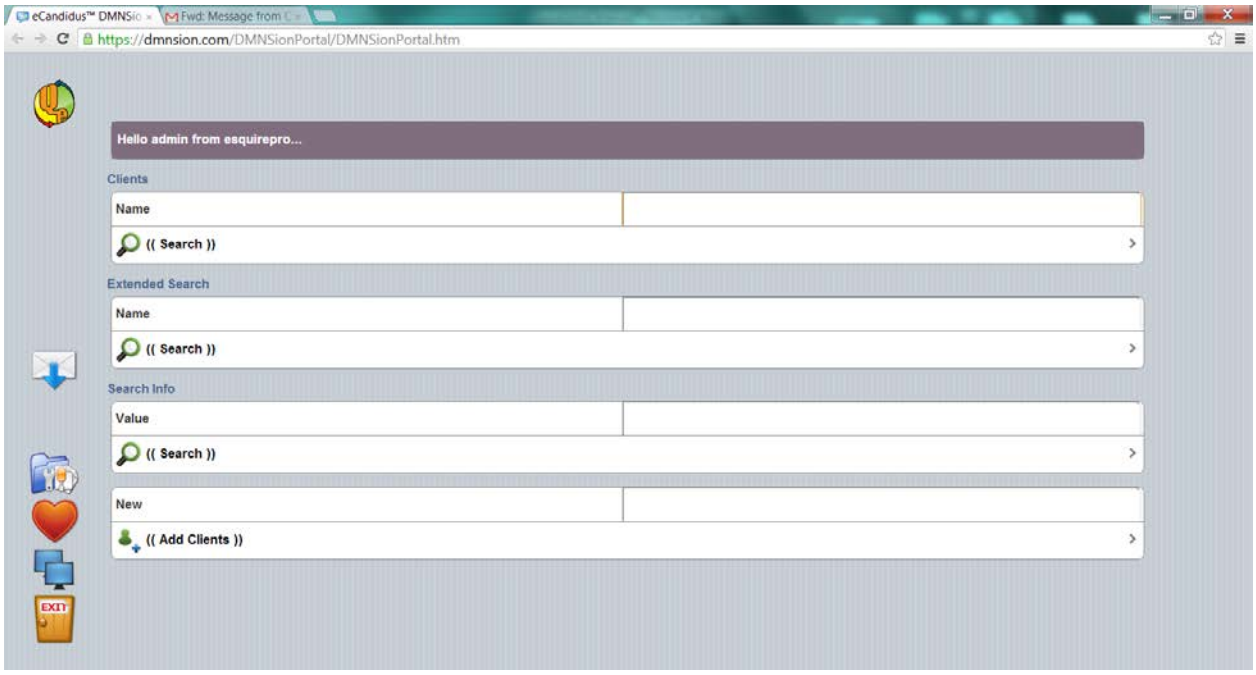

eCandidus™ DMNSio
Fwd: Message from
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - steve2/
((View))
EAMS
EXIT
JET


eCandidus™ DMNSio
Fwd: Message from C
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - steve2/EAMS/QBC - ADJ2349876 - Notice and Request for Allowance of Lien (8-31-2012)/
1. Document cover sheet (10232.1 Rev. 8-2-2010).tif
2. Document separator sheet (10232.2 Rev. 8-2-2010).tif
3. Notice and request for allowance of lien (8 Rev. 11-17-08).tif
4. Document separator sheet (10232.2 Rev. 8-2-2010).tif
5. Itemized Billing.rtf
6. Document separator sheet (10232.2 Rev. 8-2-2010).tif
7. Declaration pursuant to 10770.5.rtf
8. Document separator sheet (10232.2 Rev. 8-2-2010).tif
9. Proof of Service.rtf
EXIT

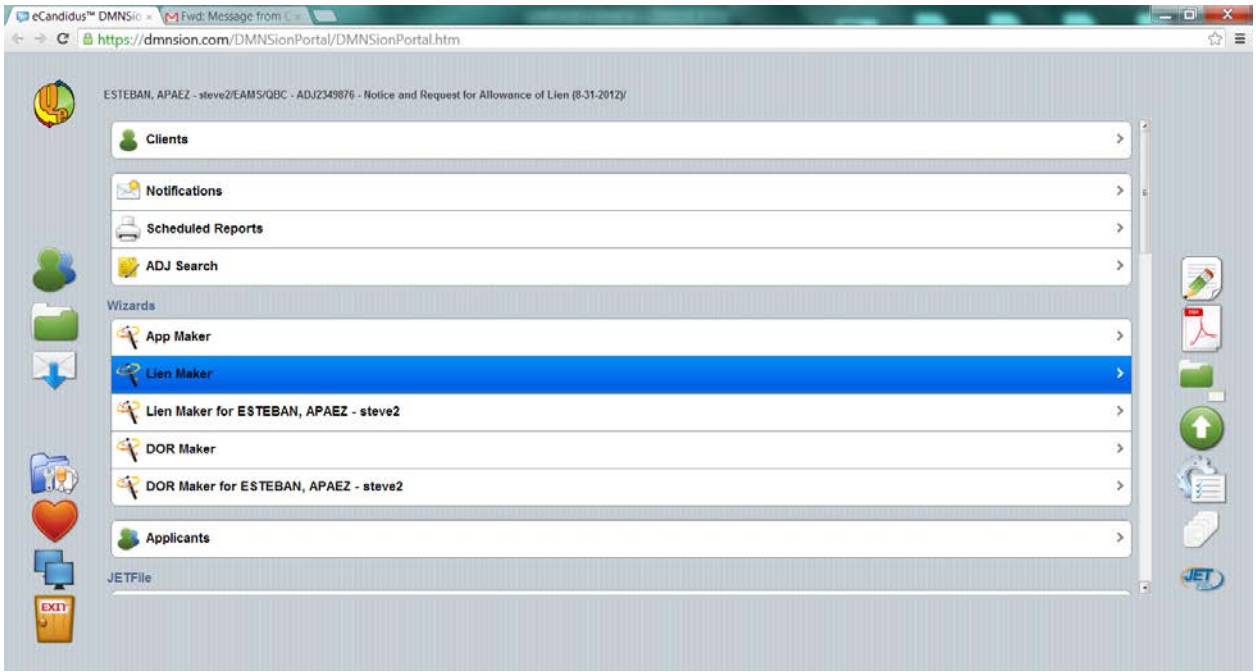

eCandidus™ DMNSio
Fwd: Message from C
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - steve2/EAMS/QBC - ADJ2349876 - Notice and Request for Allowance of Lien (8-31-2012)/
Clients
Notifications
Scheduled Reports
ADJ Search
Wizards
App Maker
Lien Maker
Lien Maker for ESTEBAN, APAEZ - steve2
DOR Maker
DOR Maker for ESTEBAN, APAEZ - steve2
Applicants
JETFile
EXIT

FILING LIENS:

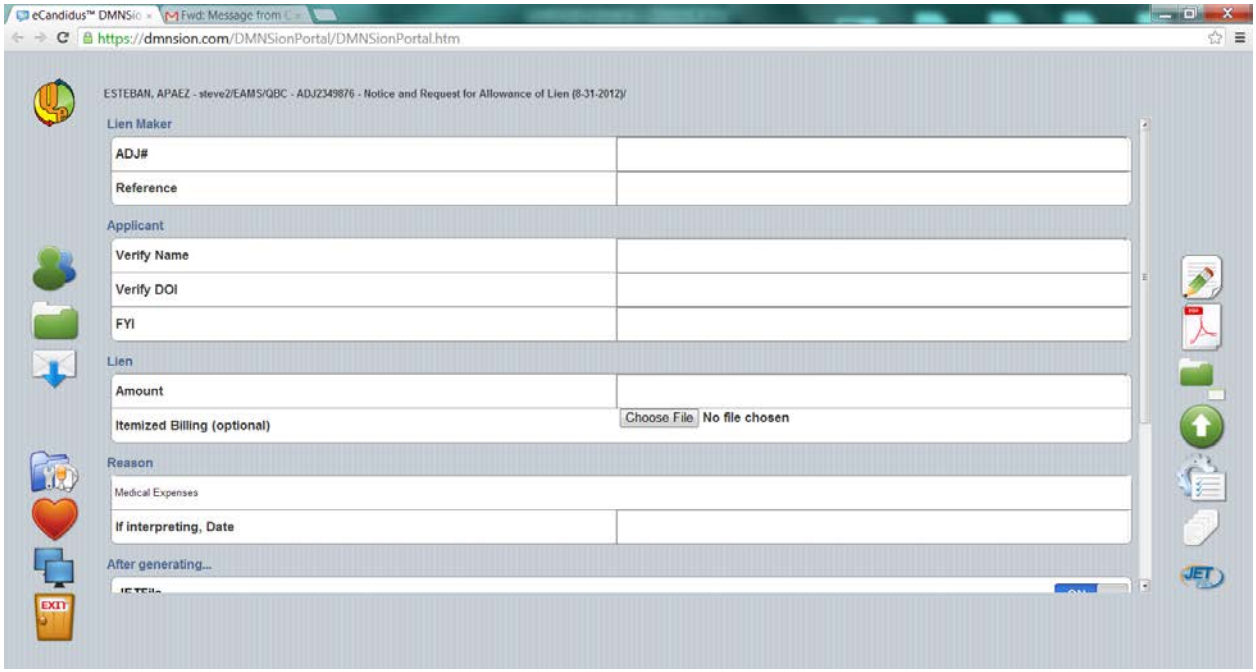
When first logging in, this is the page that will appear once the name and password are entered.



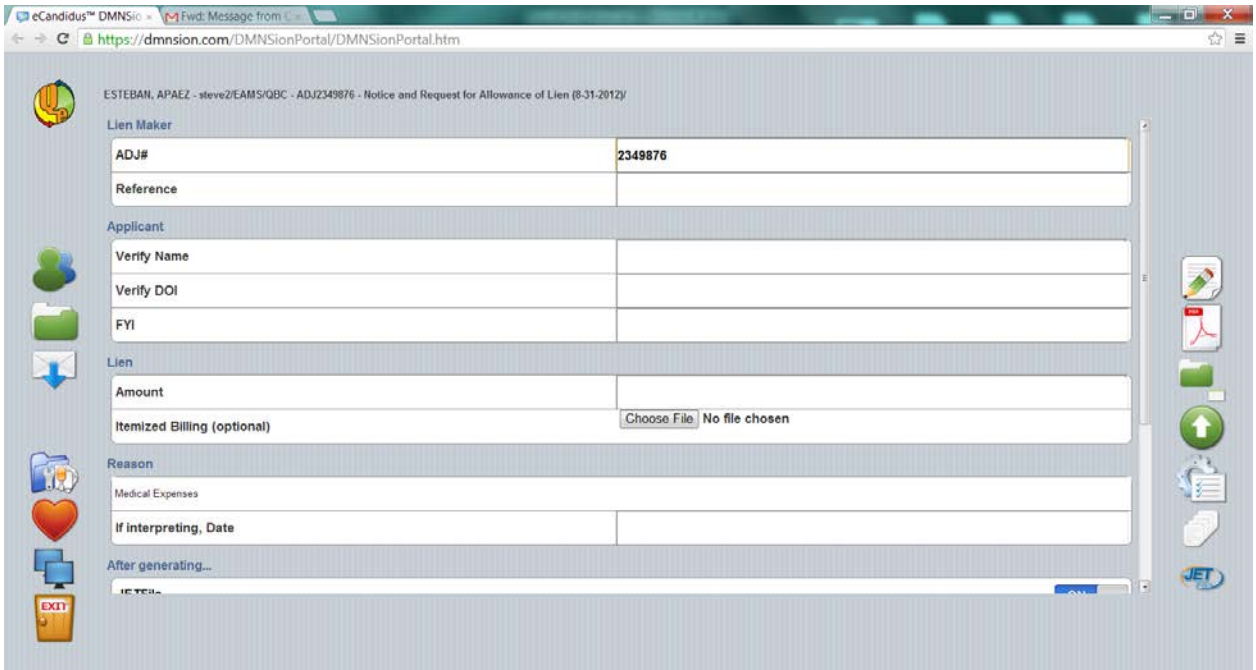
Step #1
Click on the Tool Folder and you will get this screen



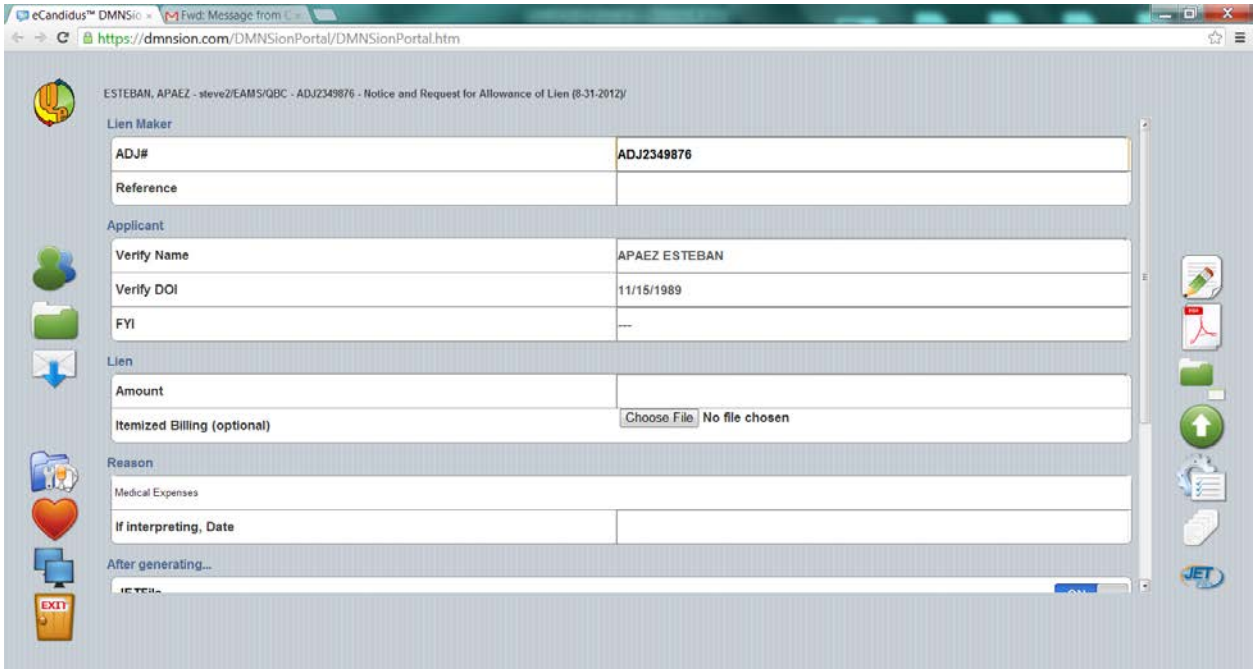
Step #2
Click on Lien Maker and you will see this screen



Step #3
Enter the ADJ # (Digits only). The ADJ at the beginning is not necessary

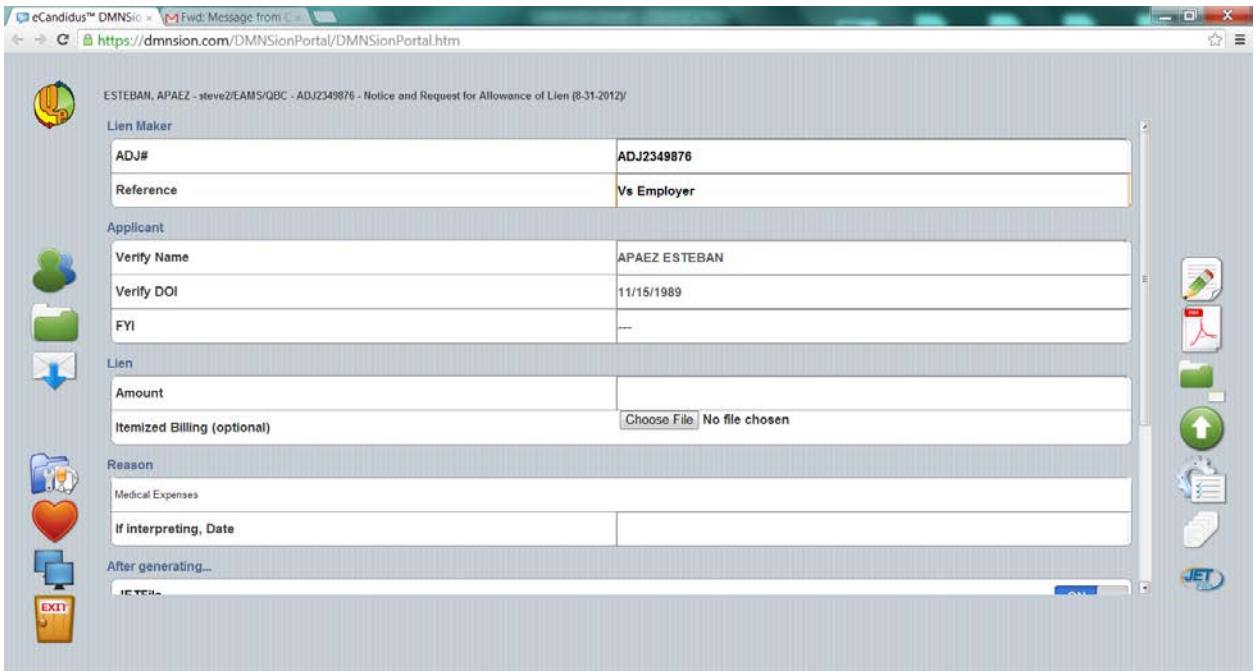


Step #4
Hit **TAB**

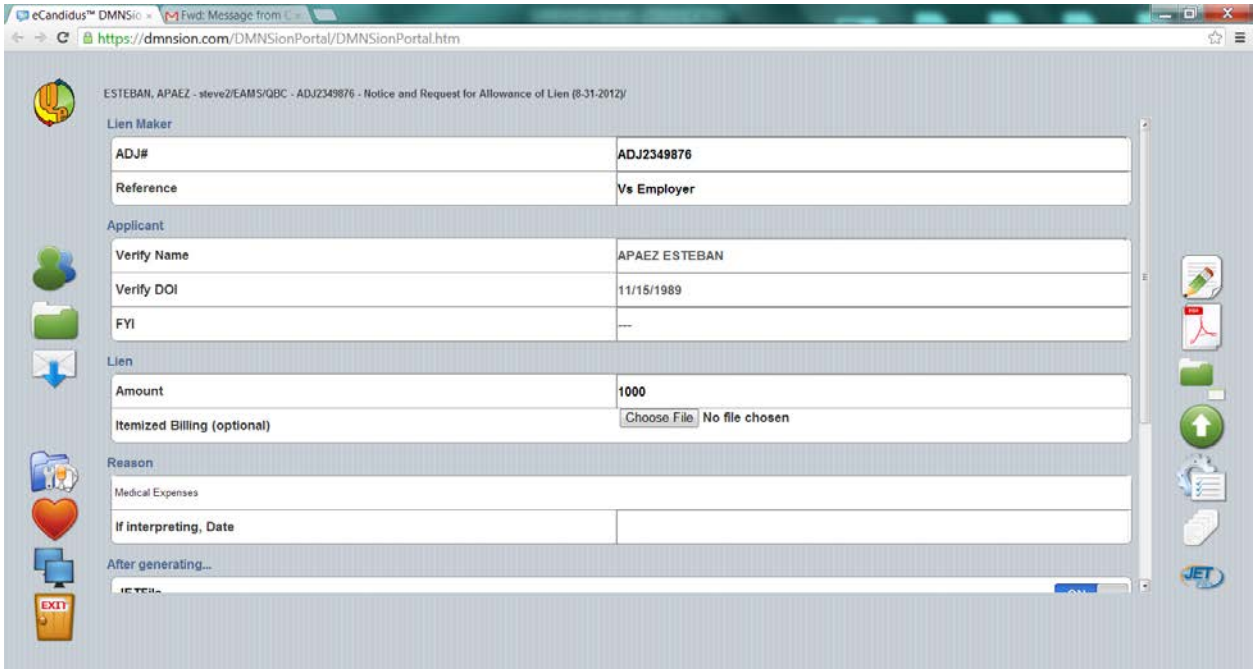


QuickEAMS will retrieve the case data from the DIR and bring it in to the system. Notice the name **APAEZ, ESTEBAN** in the **Verify Name field.** Now that the data is in the system, it will be used to populate the forms and packets.

Step #5
Enter the Reference Name or Number.
Note: Entering the Reference Name or Number is important and should be a piece of information that sets apart one case from the other, or a unique name or number.



Step #6
Enter the Lien Amount (if you are set up as a Lien Claimant)

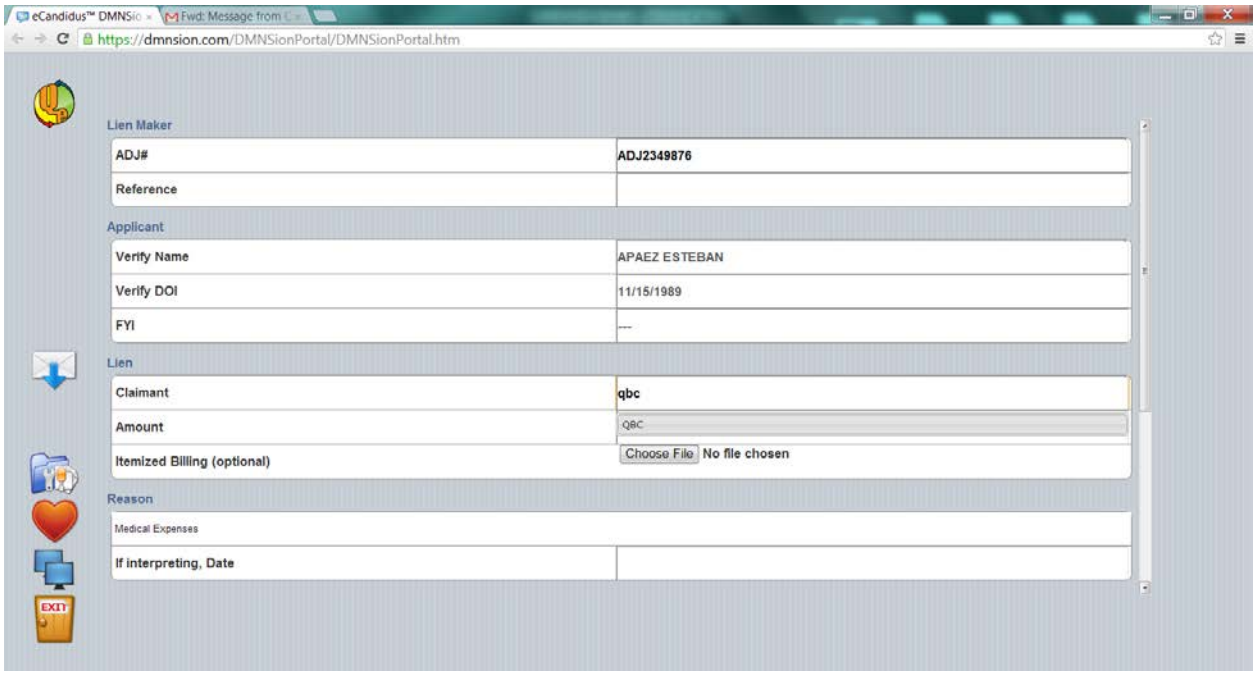


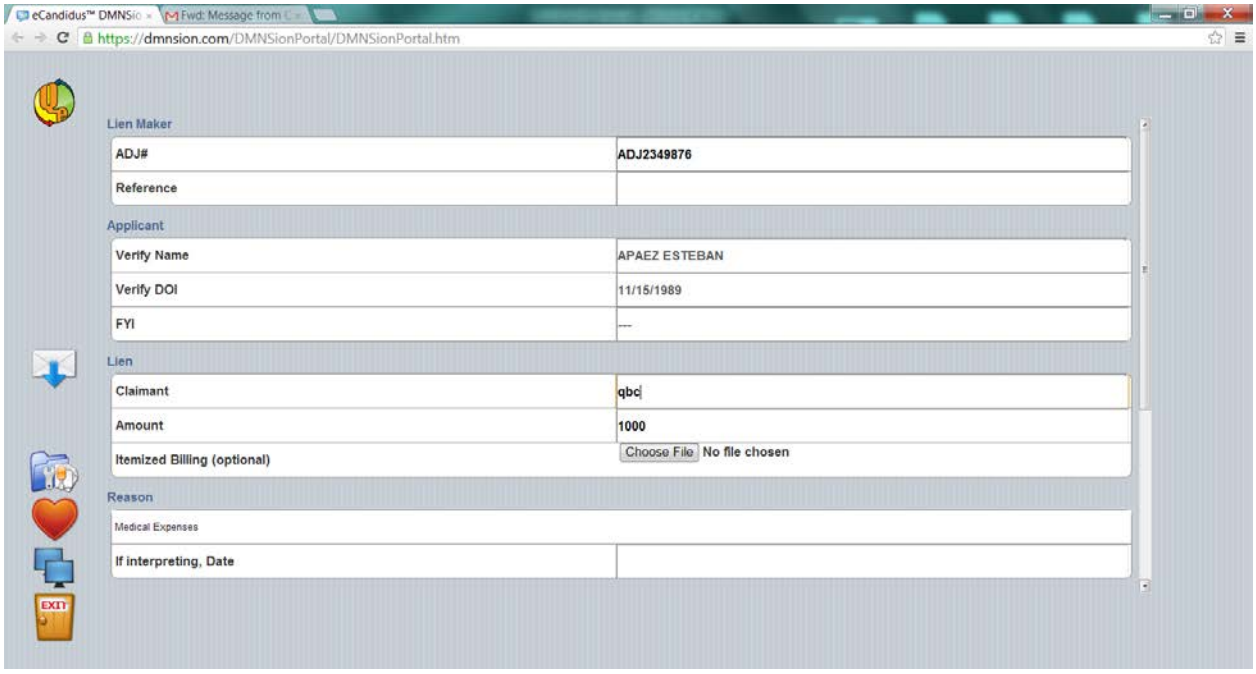
Step #6 (b)

If you are set up as a Lien Rep, enter the name of the Lien Claimant first and then the Lien Amount.

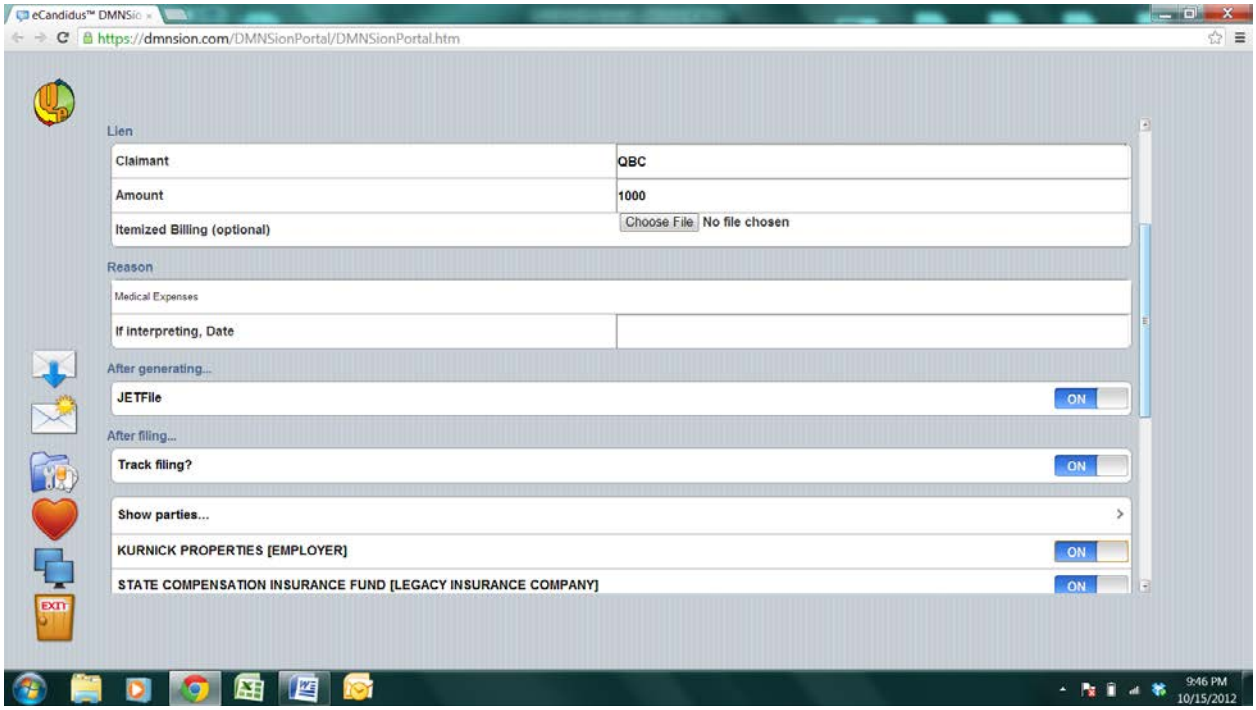
Note:

When set up as a Lien Rep, your clients or Lien Claimants need to be added to the system's address book, so it automatically searches for the Lien Claimant's name and it will generate a list that you select from. **Please see Settings**

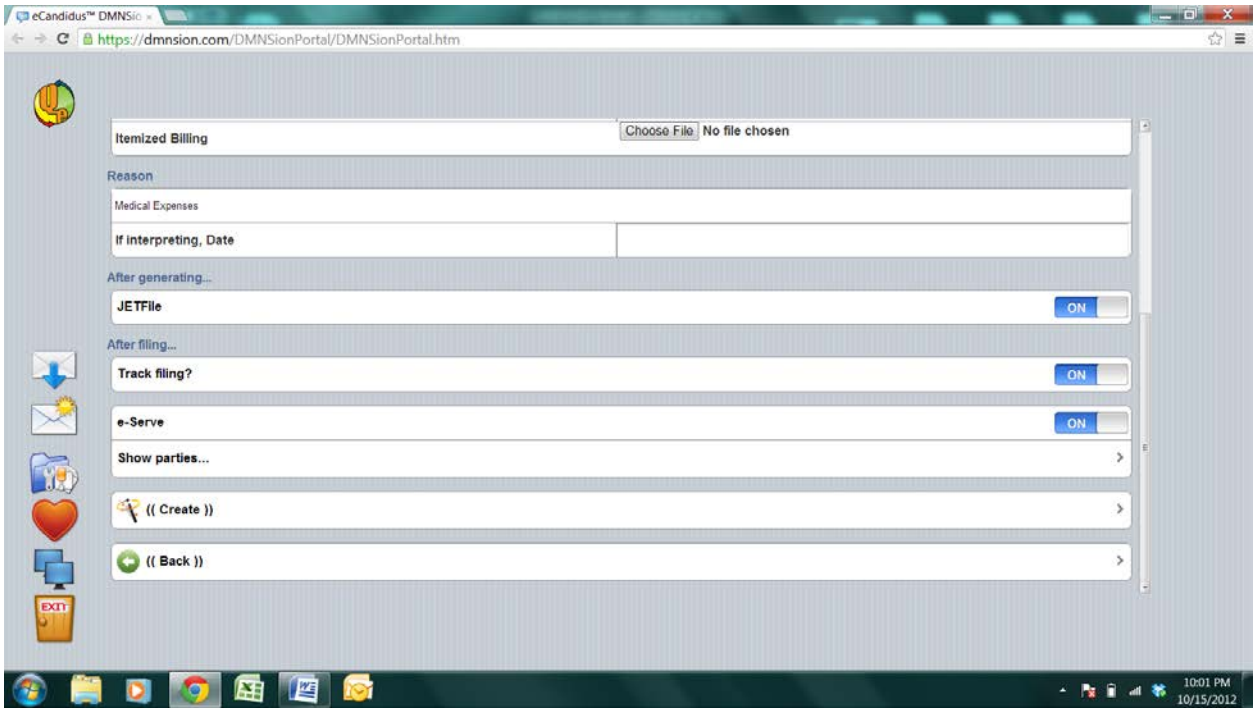




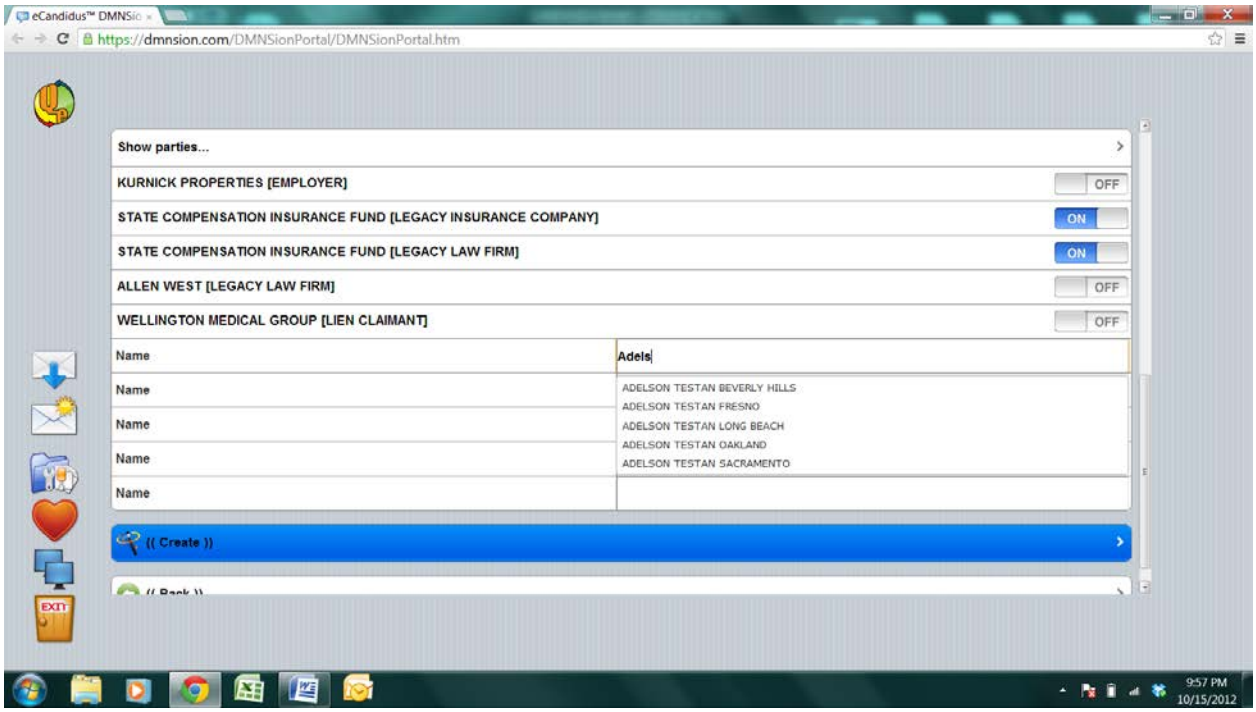
Step #7
Make sure you click JETFile and Track Filing to ON



If you turned on the e-Serve button to ON when completing your settings and you Want us to serve your forms, you will have the option to click the e-Serve button ON or OFF when you are doing the Lien



Step # 8
Click Show parties to ON.
Note:
By clicking any of the parties on the Show parties list to ON, the information of those parties will be outlined on the Proof of Service at the end of the packet QuickEAMS generates for you.

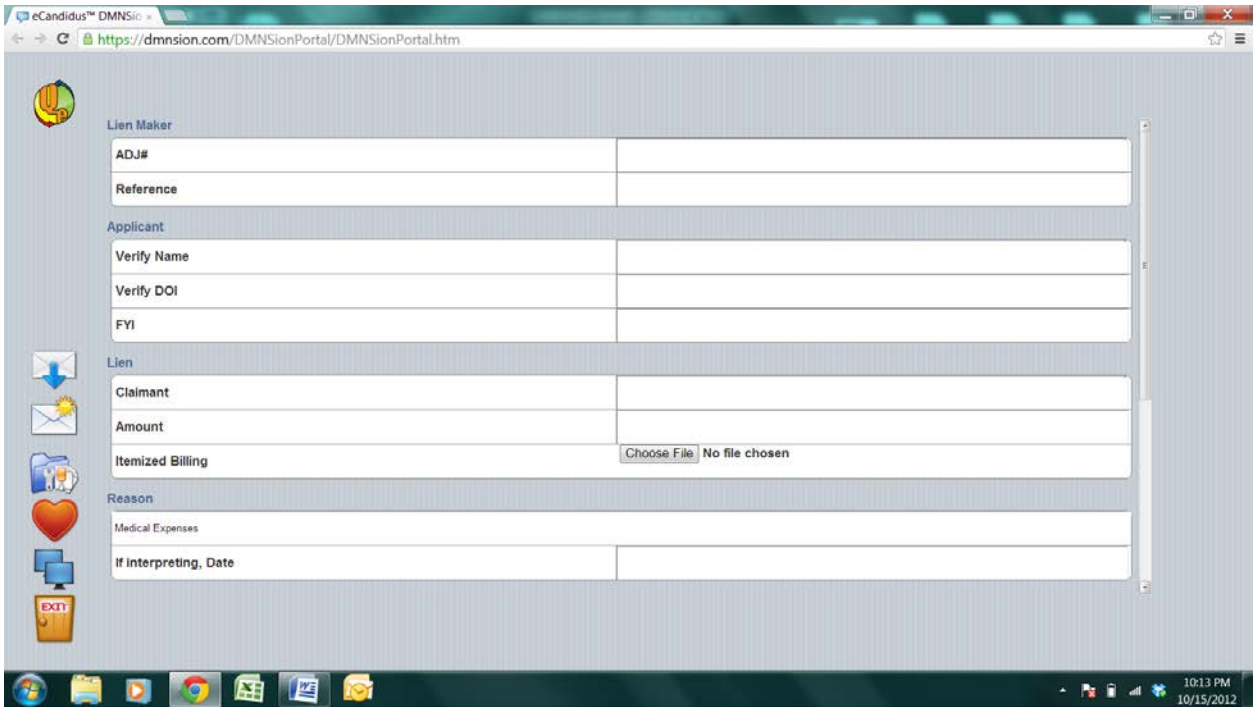


Typically most of our clients (Lien Claimants and Lien Reps) serve the Insurance Companies and Defense Attorneys. Nevertheless, the law indicates you are supposed to serve ALL the parties. Ultimately it is your decision who you should serve. QuickEAMS does not take responsibility of what you decide to do.

On the Name field, you have the option of adding a party you wish to serve that does not appear on the list when you click on the Show parties list. When you enter part of the name, the system may generate a list you can select. This list comes from the UAN table or the address book (parties you add yourself)

By Clicking on ((Create)) you will complete the Lien Filing Process

The system will return to the following page, where you can start a new Lien to file



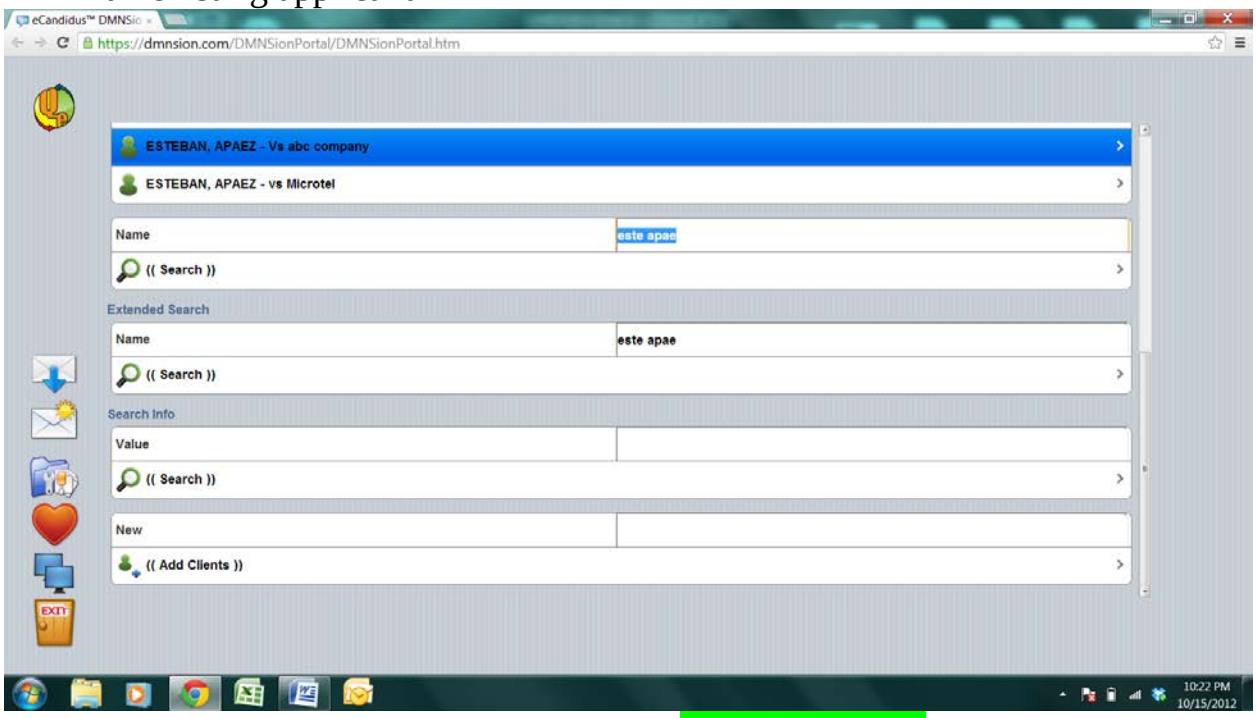
WHAT HAPPENS AFTER FILING THE LIEN?

FOLDER SEARCH PROCESS

While you were returned to begin a new lien, QuickEAMS is working for you in the background. The following is happening on the lien you just filed while you Move on to the next.

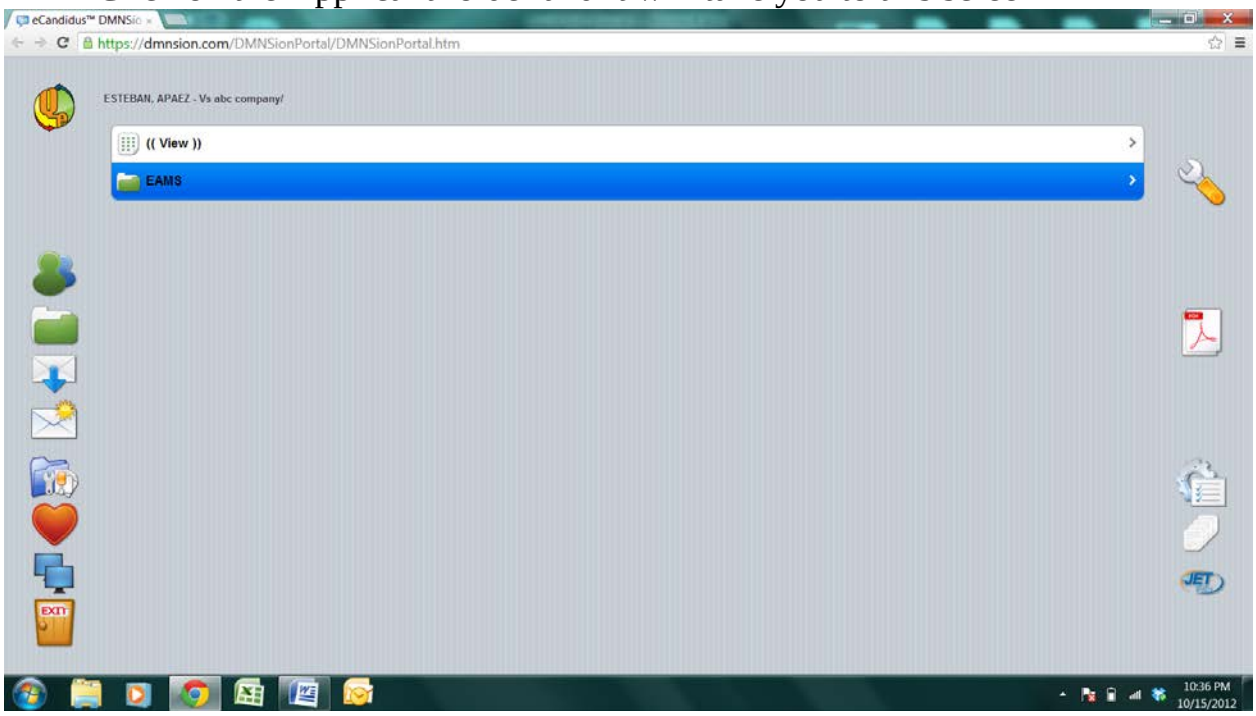
QuickEAMS

1- Creates a New Folder for a New Applicant, or it adds a packet sub-folder to an existing applicant

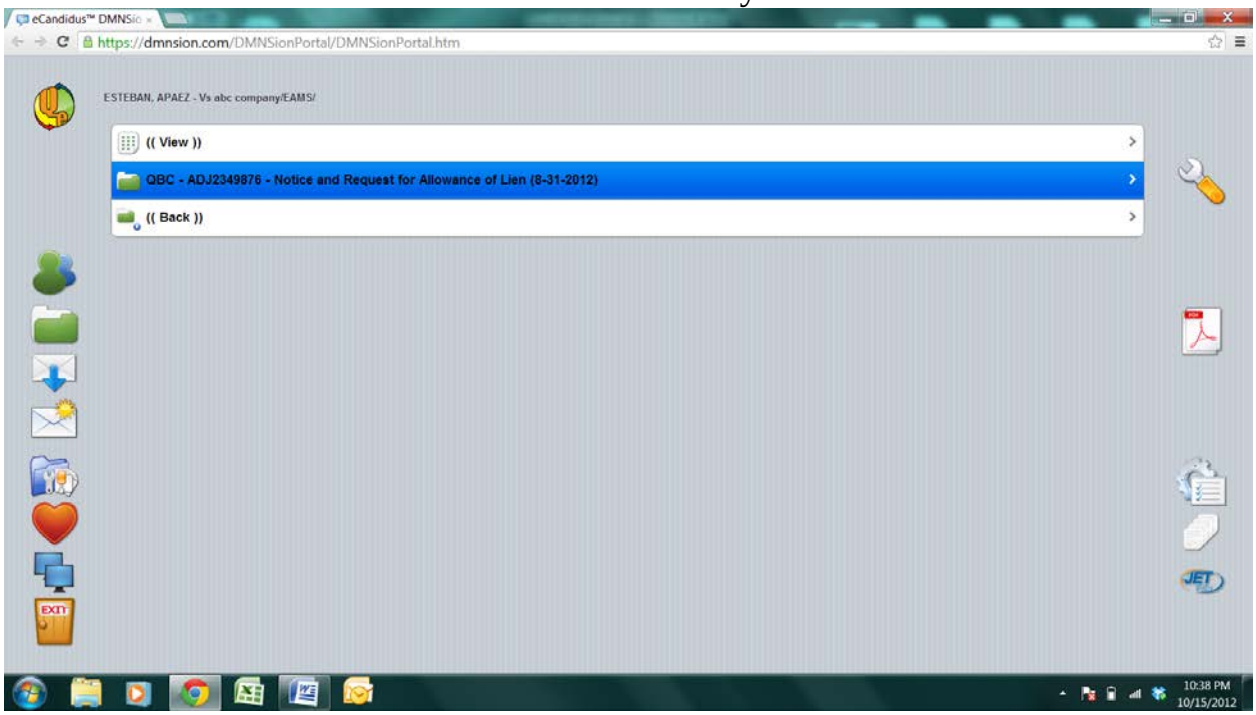


The Folder will be displayed in the form of a Green Man Icon after you search for it by entering a combination of the Name and Last Name or portion of it in the ((Search)) field. In this example you see two files with the name, only because this screen shot is taken from our test system. However, it is a good opportunity to point out the **IMPORTANCE** of adding the **REFERENCE** name or number when doing a lien. If you have various applicants with the same exact name, the only way you will know which folder you need to work on in the future, will be by identifying it by the **REFERENCE** name and/or number.

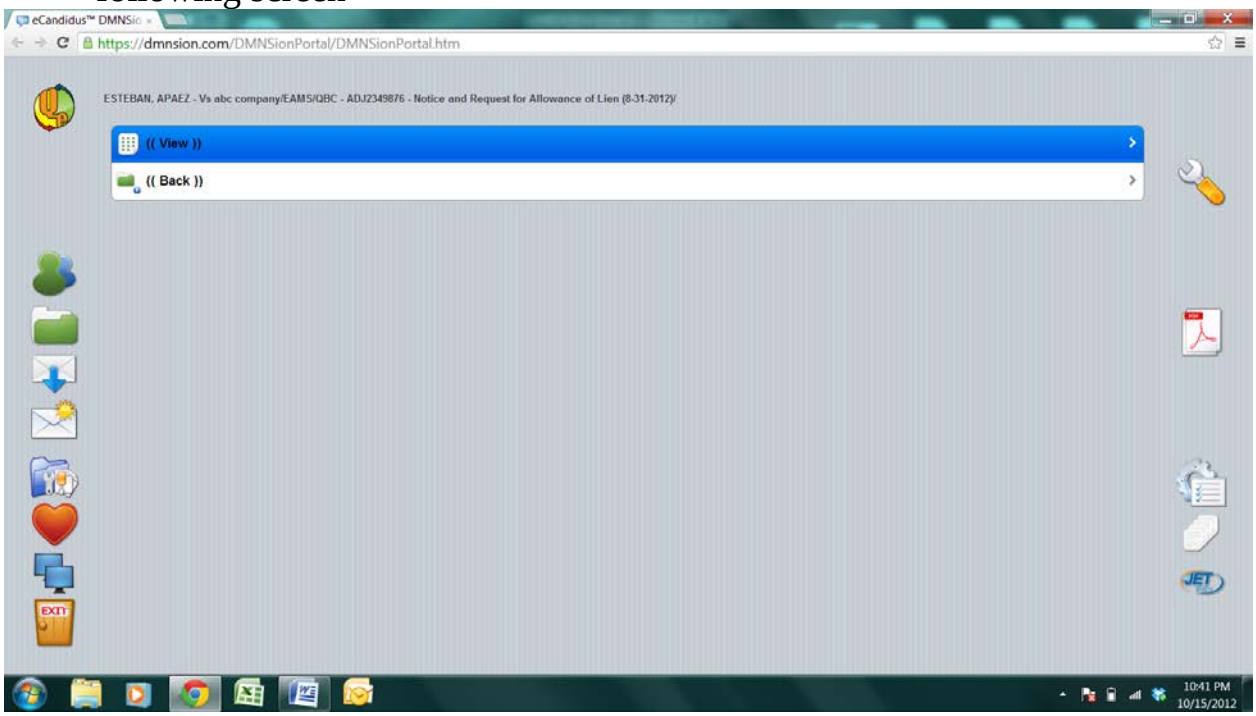
2- Click on the Applicant folder and it will take you to this screen



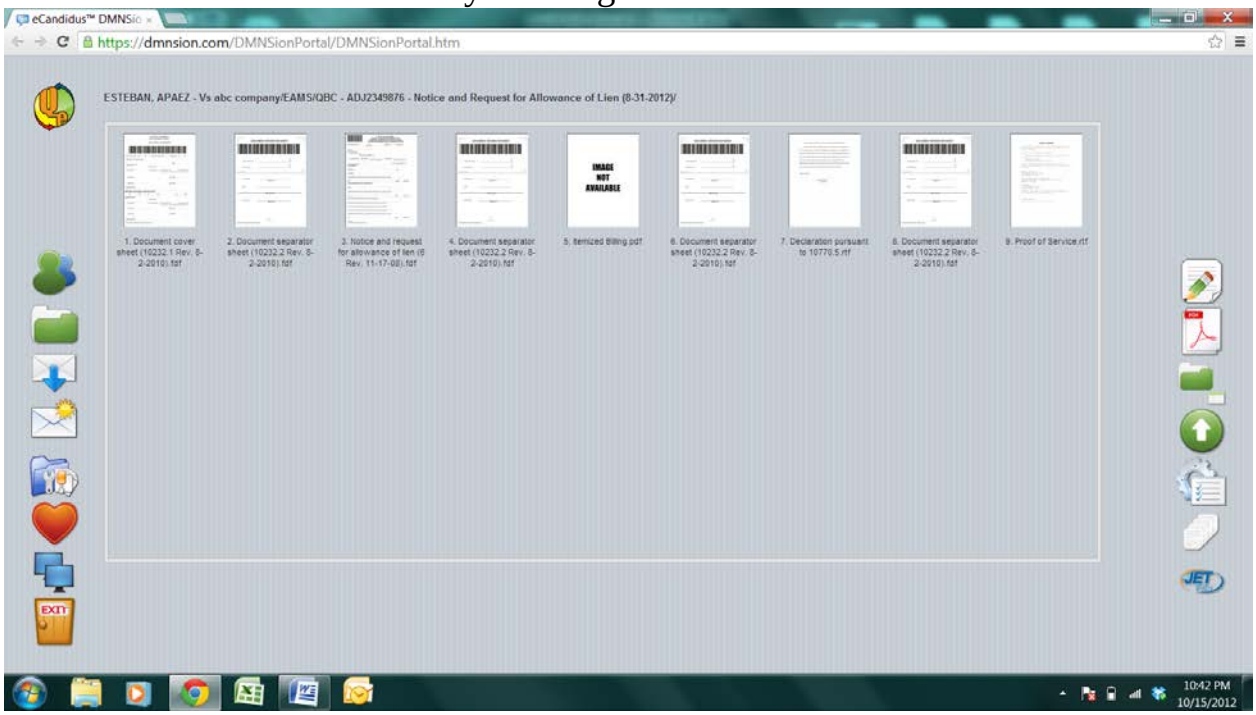
3- Click on the EAMS Folder and it will take you to this screen



4- Click on the Lien or whichever form you choose and you will get the following screen


eCandidus™ DMNSio
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - Vs abc company/EAMS/QBC - ADJ2349876 - Notice and Request for Allowance of Lien (8-31-2012)/
((View))
((Back))
10:41 PM
10/15/2012

5- Click on View field and you will get this


eCandidus™ DMNSio
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - Vs abc company/EAMS/QBC - ADJ2349876 - Notice and Request for Allowance of Lien (8-31-2012)/
IMAGE NOT AVAILABLE
10:42 PM
10/15/2012

WE CALL THIS "THE PACKET VIEW" (Very Important)

LIEN EDITING AND RESUBMISSION PROCESS

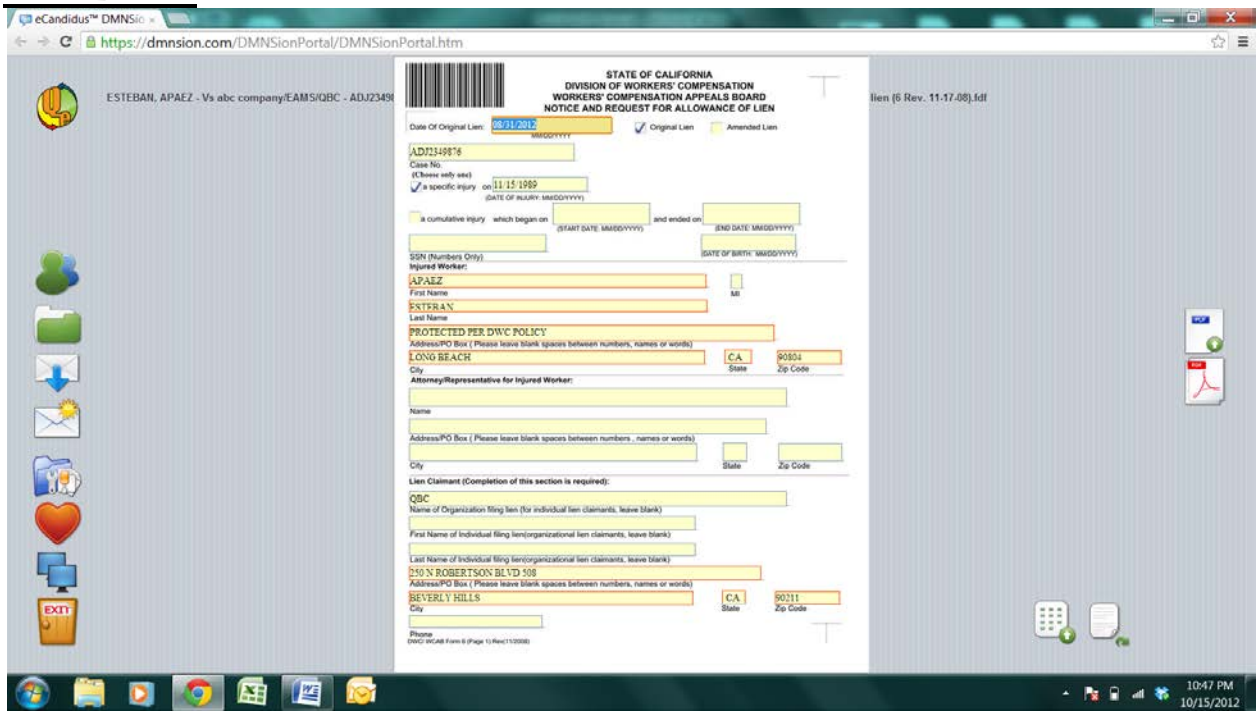
1- First find the applicant and/or packet you need to re-submit as shown above
2- Get to the Packet View

NEXT

By clicking every individual page it will open each page of the packet. If you click on page three you will see the following.

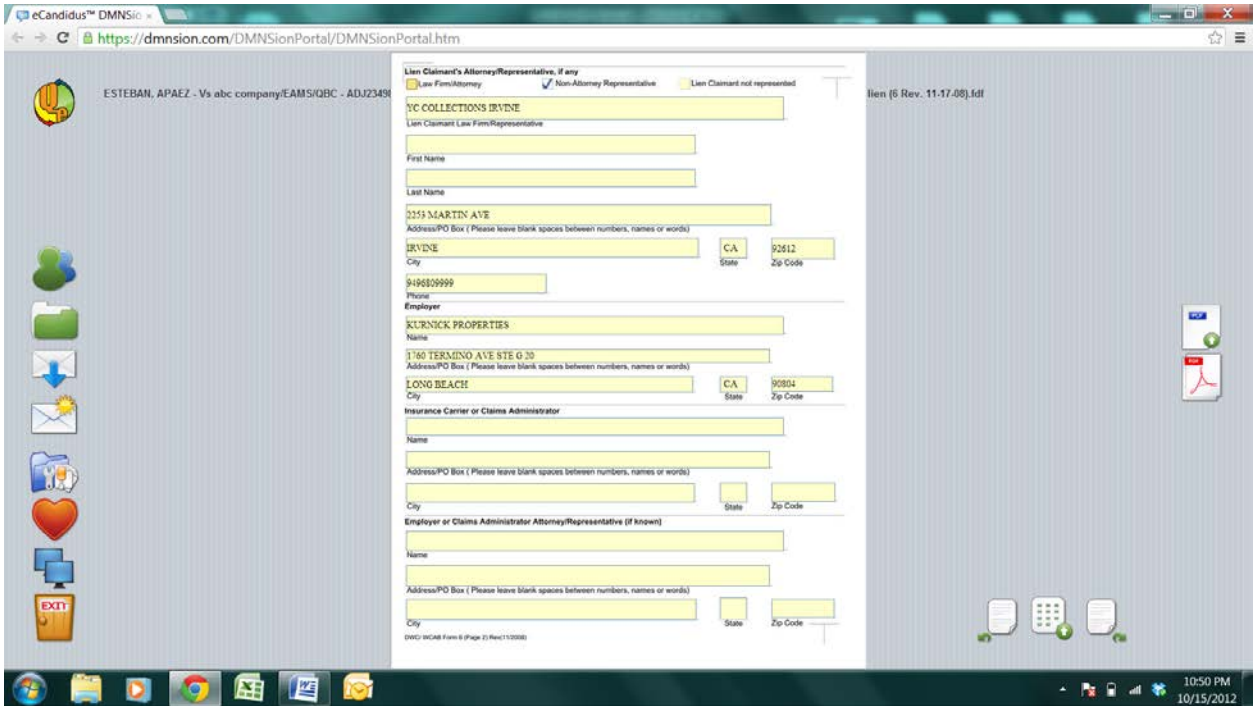
Note: VERY IMPORTANT

IN THE NEXT THREE SCREEN SHOTS YOU ARE IN FULL EDIT MODE AND IF YOU CLICK ON ANY FIELD, YOU CAN CHANGE OR EDIT THE DATA. WHEN YOU TAB OUT OF THE FIELD AFTER CHANGING OR EDITING THE DATA, THE SYSTEM AUTOMATICALLY SAVES THE DATA



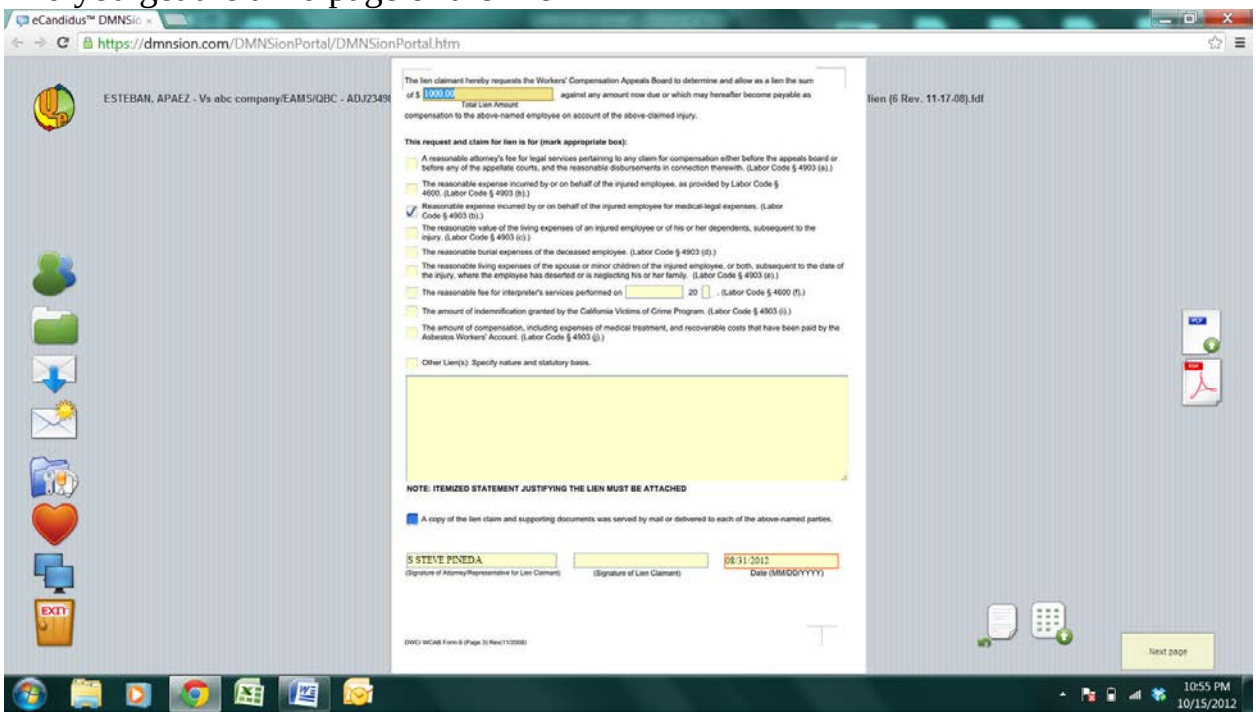
Please notice the Icons on the bottom right hand side of the screen shot.
The Icon with the Green Arrow pointing to the Right will take you to the second page of the Lien.

As follows

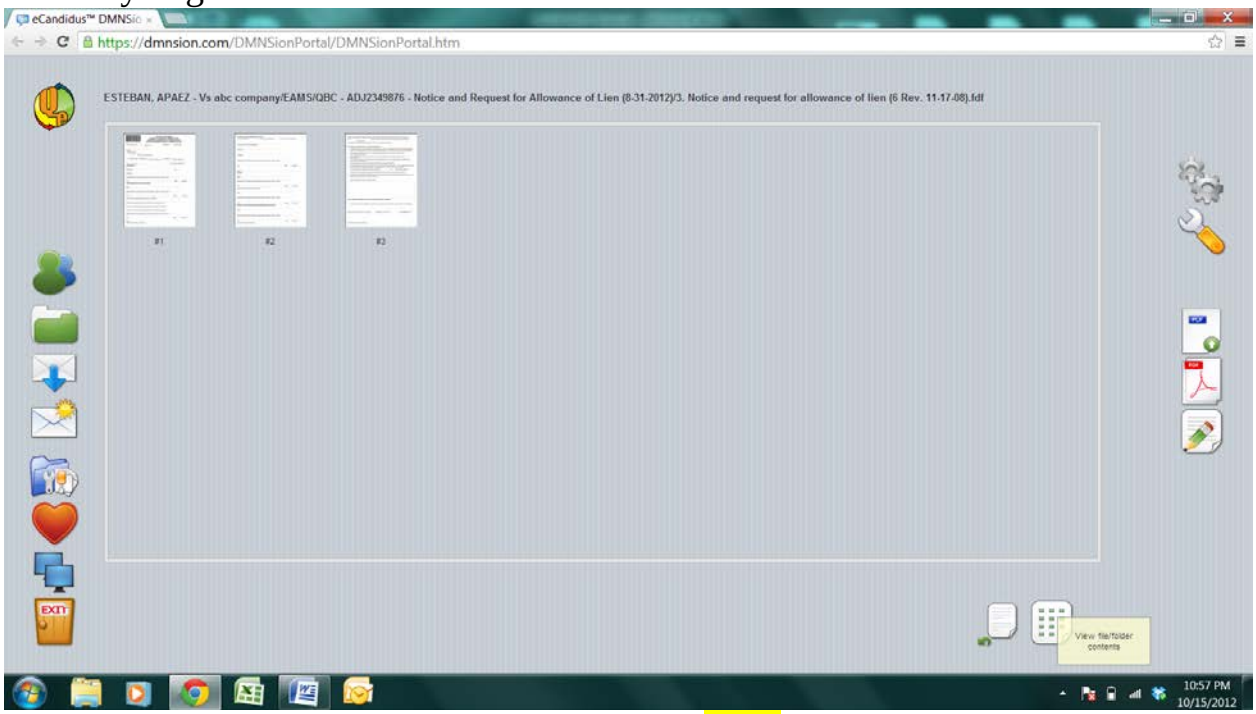


Notice on the bottom right hand side of the screen you now see 3 icons, which serve to navigate the Lien Form Back and Forth. Click Icon with the Green Arrow

And you get the third page of the Lien

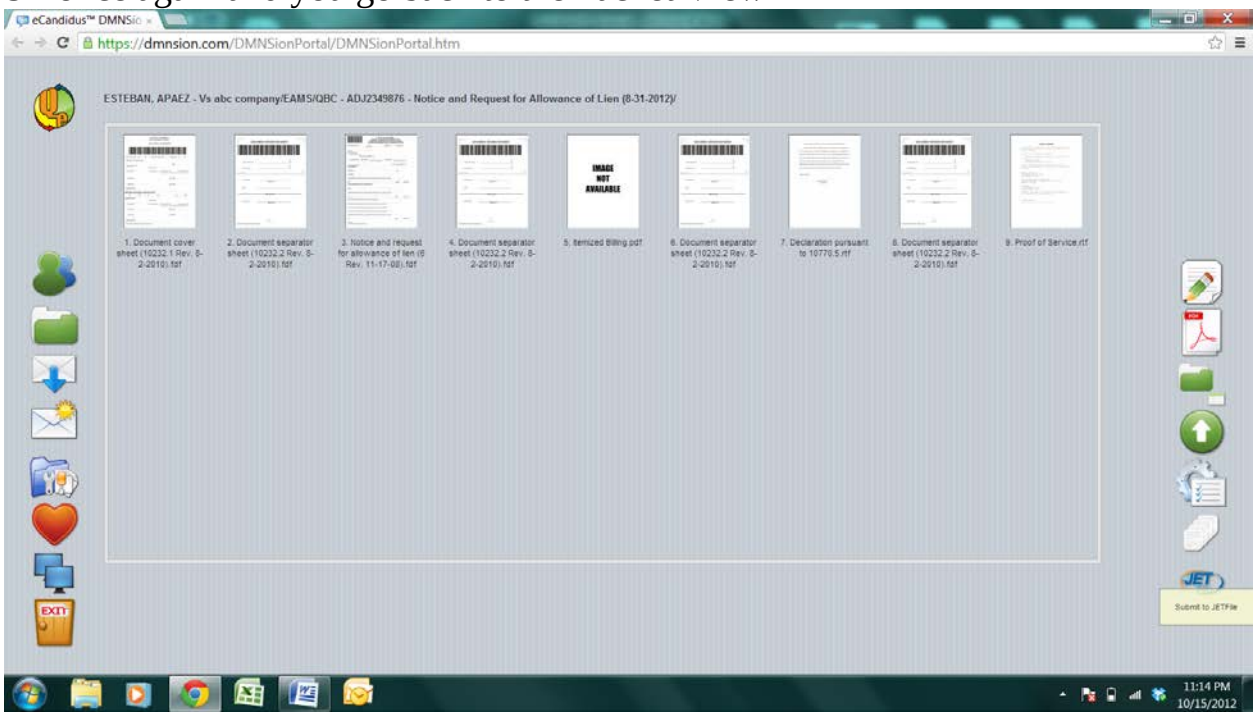

eCandidus™ DMNSio
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - Vs abc company/EAMS/QBC - ADJ2349
lien (6 Rev. 11-17-08).fdf
The lien claimant hereby requests the Workers' Compensation Appeals Board to determine and allow as a lien the sum of $ 1000.00
Total Lien Amount
against any amount now due or which may hereafter become payable as compensation to the above-named employee on account of the above-claimed injury.
This request and claim for lien is for (mark appropriate box):
A reasonable attorney's fee for legal services pertaining to any claim for compensation either before the appeals board or before any of the appellate courts, and the reasonable disbursements in connection therewith. (Labor Code § 4903 (a).)
The reasonable expense incurred by or on behalf of the injured employee, as provided by Labor Code § 4600. (Labor Code § 4903 (b).)
Reasonable expense incurred by or on behalf of the injured employee for medical-legal expenses. (Labor Code § 4903 (b).)
The reasonable value of the living expenses of an injured employee or of his or her dependents, subsequent to the injury. (Labor Code § 4903 (c).)
The reasonable burial expenses of the deceased employee. (Labor Code § 4903 (d).)
The reasonable living expenses of the spouse or minor children of the injured employee, or both, subsequent to the date of the injury, where the employee has deserted or is neglecting his or her family. (Labor Code § 4903 (e).)
The reasonable fee for interpreter's services performed on 20 . (Labor Code § 4600 (f).)
The amount of indemnification granted by the California Victims of Crime Program. (Labor Code § 4903 (i).)
The amount of compensation, including expenses of medical treatment, and recoverable costs that have been paid by the Asbestos Workers' Account. (Labor Code § 4903 (j).)
Other Lien(s): Specify nature and statutory basis.
NOTE: ITEMIZED STATEMENT JUSTIFYING THE LIEN MUST BE ATTACHED
A copy of the lien claim and supporting documents was served by mail or delivered to each of the above-named parties.
S STEVE PINEDA
(Signature of Attorney/Representative for Lien Claimant)
(Signature of Lien Claimant)
08/31/2012
Date (MM/DD/YYYY)
DWC/ WCAB Form 6 (Page 3) Rev(11/2008)
Next page
EXIT
10:55 PM
10/15/2012

Click on the Icon with the Multi Green Windows with the White Arrow pointing UP and you get this


eCandidus™ DMNSio
https://dmnsion.com/DMNSionPortal/DMNSionPortal.htm
ESTEBAN, APAEZ - Vs abc company/EAMS/QBC - ADJ2349876 - Notice and Request for Allowance of Lien (8-31-2012)/3. Notice and request for allowance of lien (6 Rev. 11-17-08).fdf
EXIT
10:57 PM
10/15/2012

Which is the thumbnail view of the Lien Form NOT the Lien Packet

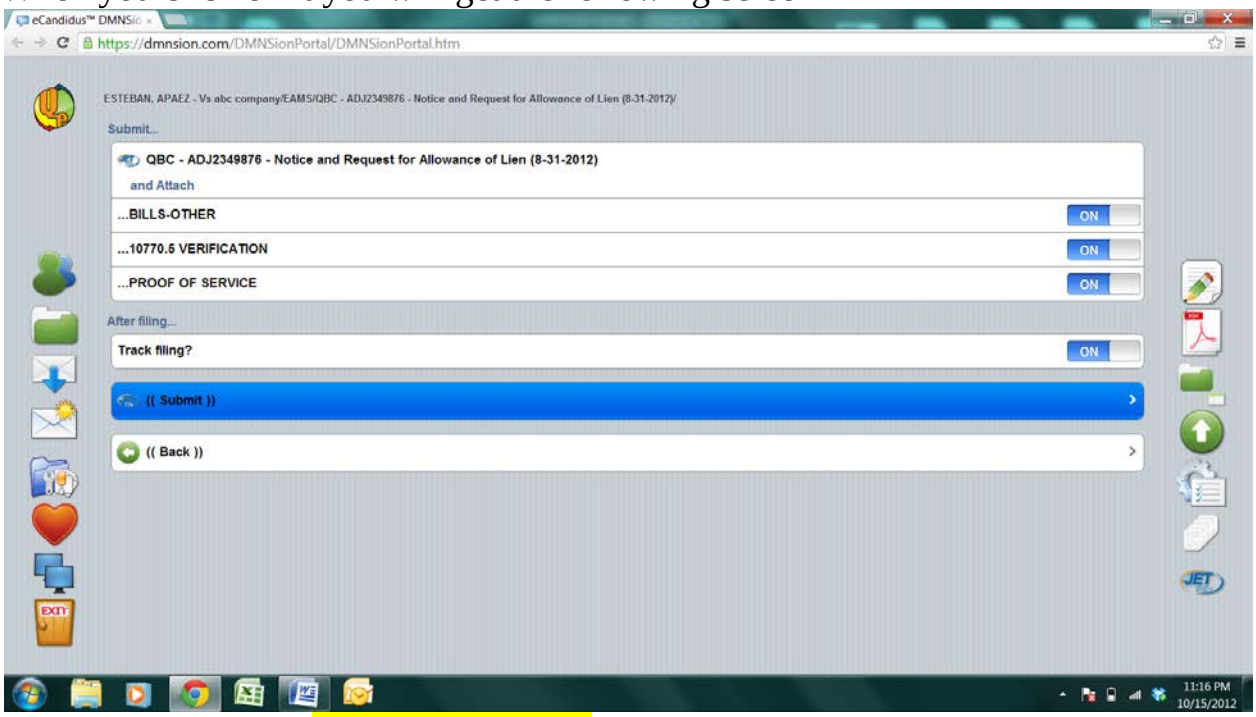
Click on the Icon with the Multi Green Windows with the White Arrow pointing UP once again and you go back to the Packet View



Assuming your submission was not successful, you identified the error provided via a notification by QuickEAMS (Left Envelope Icon with Sun over it), and you edited and fixed the error, you can now Resubmit the form

You start at the Packet View Screen. Please notice the JETFile logo (Icon) at the bottom right hand side of the screen.

When you click on it you will get the following screen



Make sure you click Track filing to ON you will be tracing the case. By clicking on ((Submit)), you will be Re-Submitting the form to the DIR.

HOW TO IDENTIFY A SUBMISSION ERROR

Note:
QuickEAMS is interactive and it is a two way communication pipe between you and DWC/DIR. When submitting an EAMS packet, anything can trigger an error. Remember, QuickEAMS uses the data from the DWC/DIR to populate the information on the EAMS forms and packets. ALL the DWC/DIR data was entered by humans and by definition **they do have mistakes.**

The easiest way to explain how the DWC/DIR servers work, is as follows.
(Not meant to be technical but understandable)

1- When you enter the ADJ #, QuickEAMS retrieves the case data from DWC/DIR server #1

2- When you click ((Create)) QuickEAMS sends the Completed Packet to DWC/DIR server #2

3- DWC/DIR server #3 verifies that the packet being processed by server #2 is Precise, which means that all the information **MUST** be 100% correct. **NO ROOM FOR THE SMALLEST ERROR**

4- If server #3 finds the data contained by server #1 (Data Used by QuickEAMS to populate your form/packet) is incorrect, the submission will err out. You will then be informed your submission was unsuccessful via a QuickEAMS Notification (Envelope with Sun on it) and you must

   a. Find why the submission erred out
   b. Edit the Form/Packet
   c. Re-submit the Packet

Note:
The steps from A through B above, are shown and explained from pages ? through ?.